

KIRK OF KILDAIRE, PRESBYTERIAN



Personnel Manual

Adopted by the Session

Revised: August 21, 2016

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KIRK OF KILDAIRE, PRESBYTERIAN PERSONNEL MANUAL

Adopted by Session: May 18, 2014
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I. The Organization and Applicability of this Policy

The Kirk of Kildaire, Presbyterian is a religious body with spiritual values in a secular context. We understand our relationship with church employees in light of God's covenant with us, and recognize that we are ultimately accountable to our Lord. However, we acknowledge the value of secular employment law and intend to uphold the law.

This manual is organized in two parts: the theological/ethical principles and the procedural details. The updating and revising of policies and procedures can be done as needed, and will be reviewed on a regular basis (normally annually). However, the guiding principles will serve as a guiding star to illumine our procedures and to help us evaluate them in light of our stated values.

From time to time, a section might be adjusted or updated with staff input or as the Senior Pastor/Head of Staff sees a need in consultation with The Personnel Committee (TPC) and approved by Session. All adjustments would be measured against our guiding principles, and in light of scripture, civil law, and Presbyterian polity and ethics.

The general guiding principles, values and expectations set forth in this document apply to all employees of the Kirk of Kildaire, including those of the Kirk Children's Center (KCC).

However, the KCC will determine and publish its own schedule of benefits applicable only to KCC staff. The KCC benefits may differ from those outlined in this document, except for certain benefits that are required by law to be offered universally to all employees. These include health-related insurance, flexible reimbursement and retirement savings plans. Applicability to KCC staff is explicitly noted where appropriate in this document.

II. A Theology of the Church's Relationship with its Employees: *Both Clergy and Laypersons*

The Kirk of Kildaire, Presbyterian (Kirk) is a unique congregation of God's Church, the Body of Christ. The congregation affirms our heritage and association with the Presbyterian Church, USA and with the Presbytery of New Hope.

The Kirk's Vision Statement challenges us to be

*A Community of Faith
A Welcoming Home to All
Rooted in Christ's Teachings
Reaching In and Reaching Out*

Our Mission statement declares that, *“The Kirk of Kildaire is a safe and gracious community that welcomes you to explore your faith. Guided by the teachings of Jesus Christ, we strive to accept, love and support each person, develop each member's unique gifts and grow disciples through worship, Christian education, fellowship and mission.”*

These are the guiding principles that distinguish our personnel policy from other kinds of personnel manuals. This is a policy that is meant to clarify, to guide, and to support those who work for the church. It is not meant to be unnecessarily restrictive or punitive. Also, it is meant to clarify, guide and encourage the congregation and the Session in its responsibilities as a Christian employer.

All policies and relationships within the church should be illumined by the light of Scripture including personnel policies. Recognizing that the original context of each passage of scripture is unique, we also claim the contemporary relevance of passages like I Timothy 3:14-15, where the Apostle Paul is instructing Timothy in “how one ought to behave in the household of God, which is the church of the living God, the pillar and bulwark of the truth.”

In a sense, a church personnel manual is a guide for how we ought to behave in the household of God. Like Paul’s words to Timothy, this manual is meant to provide guidance in our relationships and responsibilities to one another so that the church will be a pillar of truth in a confused and conflicted society. To make a positive impact locally and beyond, the church’s power comes from its integrity - grounded in healthy and just relationships, the practice of truthfulness, compassion, trustworthiness, and good communication. The Kirk’s ministry, witness and service cannot be separated from healthy, appropriate relationships that model integrity. These relationships include both staff and congregation.

III. Values and Expectations

The church is aware that for the clergy there is an inherent tension between being called by God to be ministers of Word and Sacrament, and at the same time being employees of a local church. The congregation recognizes that clergy are members of the Presbytery and accountable to the church beyond the local parish. In fact, the ordained clergy commit themselves to the values of energy, intelligence, imagination, and love in their Ordination Vows in service to the local church, the denomination, and even the universal church [Book of Order, W-4.40003(h)]. Thus, the ordained staff members (Teaching Elders) are both leaders and teachers; and yet, they are employees who depend upon the congregation for their livelihood. This inherent

tension can only be dynamic and creative when it is rooted in trust on the part of the minister(s) and on the part of the congregation.

In a different but no less important way, the lay employees of the church also depend upon the church for their livelihood, and look to the church with an expectation of justice and integrity that goes beyond the minimal requirements of secular employment law. Also, it should be noted that some lay staff members also understand their work in the church to be a vocation or calling. Thus, in the spirit of trust, integrity and good communication, the following values and expectations are the foundation of this set of policies and practices.

A. Ethics:

Employees of the church are expected to maintain the highest levels of personal and professional ethics. They are expected to demonstrate truthfulness, honesty, and a self-generated work ethic. The congregation is expected to demonstrate equal honesty in its relationships with the staff and energy in its church work. Additionally, there is an expectation that personal and professional boundaries are to be maintained. The clergy, as well as all other members of the staff, are in contact with individuals who trust them and sometimes become emotionally attached to them. These relationships can be healthy, educational, and healing. However, inappropriate physical, verbal, or sexual contact or sexual harassment will not be tolerated either from a staff member toward a congregant, or vice versa, or between staff members. The ministry of the church relies on and cannot exist apart from trusting relationships. All staff members are to keep in mind that these relationships are initiated and maintained because of their position as a pastor or a church staff member, not because of the staff member's preference or need.

Ministers are expected to uphold their Ordination Vows and the "Presbyterian Standards of Ethical Conduct" which includes specific guidance for maintaining appropriate boundaries and behavior "that nothing need be hidden from a governing body or colleagues in ministry." Likewise, the Kirk's intention is for the congregation to respect the personal and professional boundaries of its staff and their families, including time off from work, privacy in their home, their life, and personal business.

B. Professionalism:

Every staff member, regardless of his or her job description, is to understand that their first responsibility is to support and encourage the overall mission and goal of the Kirk, which is to be the most vital and effective congregation it can be now and into the future.

The Kirk is committed to an authentic team ministry that holds high ideals for its life together and is realistic about what it takes to develop and nurture effective pastoral leadership. Staff relationships are built on mutual accountability to one another and accountability to the congregation through the Session. Authority is

vested in the Senior Pastor/Head of Staff to lead the staff and initiate an ongoing process to meet these goals. The Senior Pastor/Head of Staff is accountable to the Session through its Personnel Committee (TPC), and the church's staff is accountable to the Senior Pastor/Head of Staff.

In support of this expectation, the church through the Senior Pastor, TPC, and Mentor Teams will assist each staff member in setting and meeting goals, developing skills, and evaluating his or her professional progress. The Mentor Team is chosen by each staff member and will also include a representative of TPC. The Mentor Team should meet at least quarterly with its staff member. The TPC and Session will provide information to and education for the congregation on the expectations, challenges and needs of the staff in appropriate ways to enhance communication and understanding.

The church expects the staff to demonstrate a work ethic that reflects initiative, efficiency, self-care, and teamwork. We do not seek average competency; we seek excellence in ministry and in all the tasks of the staff. The church seeks the ongoing development and maintenance of "a culture of professionalism" that encourages each employee in his or her best demeanor, growing skills, efficient productivity, healthy relationships, and his or her personal and professional "best self." Along with teamwork and professionalism, there is an expectation for the staff to practice good customer service among themselves, with the congregation, and with the general public.

C. Justice:

The Kirk also values justice in human relationships. All employees of the church will be treated justly, without regard to race, gender, age, color, national origin, or sexual orientation. Examples of justice include (but are not limited to), the church providing encouragement, training, opportunities for educational and spiritual growth, reasonable financial support, and fair evaluations. Equally in the spirit of justice, the church expects the staff to be accountable, non-discriminatory, and to be good stewards of the church's resources.

The church is committed to compensating its staff fairly and recognizing job performance as an element of determining compensation. Upon hiring, initial compensation will be determined by several factors including experience, education, the employment market, and the need for a livable wage. Based on annual budgets, The Kirk will strive to provide yearly cost-of-living increases as a baseline for annual adjustments. The TPC Committee will assess the church's salary structure regularly to recommend adjustments to the Session.

IV. Summary of Guiding Principles

Having set forth our theological groundwork for our personnel policies, we want to underscore the reality of "grey areas" in personnel matters that can never be completely anticipated or addressed in any manual. We depend upon the administrative leadership

of the Senior Pastor as “Head of Staff” to clarify and resolve most personnel matters. We trust that the individuals employed by the church (both clergy and laypersons) will work together with each other, with the Committees, Session, and church members to promote clear communication and to resolve questions, concerns, and conflict in our life together as the Body of Christ.

V. The Mission Statement of the Kirk of Kildaire, Presbyterian

The Kirk of Kildaire is a safe and gracious community that welcomes you to explore your faith. Guided by the teachings of Jesus Christ, we strive to accept, love and support each person, develop each member's unique gifts and grow disciples through worship, Christian education, fellowship and mission.

God has called the Kirk to be a congregation of disciples who are spiritually guided, faithfully following and joyfully serving our Lord. To that end, the Kirk seeks to engage its members in worship, develop their spiritual gifts, and commission them to be disciples of Jesus Christ. To fulfill this mission, we believe Christ has called us to be: a worshipping community that invites and creatively engages each individual in communal worship; a spiritually grounded community, in which the Spirit of God informs, nourishes and energizes the congregation on their individual faith journeys and for service in the world; an active community in which we use our God-given gifts to fulfill our calling as disciples of Jesus Christ; a mission-focused community on fire to support God’s mission in our local community, our nation and our world; a financially wise and responsible community that seeks to be good stewards of our resources in ways that maximize support for our ministries; a community that desires to be good stewards of our campus, viewing our facilities as a means of ministry. We seek to fulfill this mission with the confident faith that as God guides us spiritually, we will be empowered to faithfully follow and joyfully serve our Lord as we witness to God’s kingdom on earth.

In the living out of our Mission Statement, the Kirk is committed to the support and professional development of all of its staff members, both clergy and laypersons. To that end, the following sections of this manual are to be used and revised in light of our theology, values and ethics as well as the best practices of personnel administration and of state and federal law.

VI. Equal Employment Opportunity

The Kirk will recruit, hire, call, train, and promote all persons in all job classifications without regard to race; creed; color; national origin; gender; age; marital status; sexual orientation; religious affiliation, except when, after careful study, religious affiliation is determined to be a bona fide occupational qualification; or physical, mental, or medical disability unrelated to the ability to engage in job-related activities.

Hiring for all positions will be based upon qualifications of the candidate and competencies required for the position as defined in the position’s job description.

VII. Personnel Administration

The Senior Pastor/Head of Staff is responsible for the administration of personnel matters according to the personnel policy of the church. The Personnel Committee of the Session is a resource for the Senior Pastor/Head of Staff in personnel administration. TPC exists to support, guide, and encourage the church staff. TPC also reviews policy and recommends updates and changes to the Session of the church.

One of the values and expectations of the church is that Committees and Ministry Teams will communicate with each other to facilitate clear personnel direction and needs. It is also expected that Search Committees and other Task Force Groups will communicate with The Personnel Committee when matters of personnel are involved. Good communication within the church's infrastructure can assist the staff to meet their job expectations and address any potential misunderstanding.

VIII. Definitions of Employment Classification

In the church's language, there are clergy and lay employees. There are also labor classifications such as exempt and non-exempt employees. Exempt means that the position/employee is exempt from the legal requirements for overtime pay and maximum hours. Sometimes there are other descriptions given to church employees like professional staff, program staff, support staff or administrative staff. Often these descriptions overlap.

For the purpose of this personnel manual, our employees will be classified into three groups:

1. Ordained Program Staff
2. Non-Ordained Program Staff
3. Support Staff

In addition to these groups, there are full-time and part-time employees. On occasion, there may be temporary employees and interns who are paid or unpaid and employed for a designated length of time. Members of the church and community who donate their time to work for the church are considered volunteers.

The classifications of each Kirk position will be specified in the job description for that position.

A. Temporary Workers

The Senior Pastor/Head of Staff may employ temporary employees for specified periods of time in consultation with the Chair of The Personnel Committee, Chair of the Finance Committee, and Treasurer, as appropriate. Amount and method of pay will be determined by the Senior Pastor/Head of Staff following the consultation. Benefits required by law are provided to temporary employees. Additional benefits may be recommended by TPC to the Session for approval.

B. Contracted Workers

Workers who are contracted to provide work or services are not considered employees of the church and are not included in the Personnel Policy. Their contracts are negotiated by the relevant Committee(s) or Ministry Team(s) in consultation with the Pastor/Head of Staff and are reported to the Session.

IX. Employment Documents

All Ordained Staff will be called by the procedures specified in the Book of Order. Their terms of call are approved by the congregation and the Presbytery and a copy will be kept in their personnel file.

All other permanent employees are hired by the Session upon recommendation of the Pastor/Head of Staff and appropriate Committee(s) or Ministry Team(s). Copies of contracts and employment letters will be kept in the employee's personnel file.

The church will obtain background checks on candidates for employment before an offer of employment is made.

All the relevant documents generated during negotiations with the candidate who becomes an employee will be conveyed to TPC for inclusion in the employee's confidential personnel file. A written notice or letter of employment will be given to each staff person from the Clerk of Session with a copy to the Chair of TPC. This notice will stipulate compensation and specific conditions of employment. Also, a copy of the Personnel Manual, the Sexual Misconduct Policy, the Children and Youth Safety Policy, and the appropriate job description will be provided to and reviewed with the new employee.

Signing for the receipt of the Personnel Manual denotes the employee's agreement to abide by its terms. Whenever the Personnel Manual is revised, copies will be provided to each employee of the church.

All personnel documents shall be kept in a locked file at the church. Only the Senior Pastor/Head of Staff and TPC Chair shall have access to the personnel files.

X. Orientation Period

For Non-Ordained Program and Support staff, the first six (6) months of employment are an orientation period. During that time, the employee's work will be reviewed and evaluated by the Senior Pastor/Head of Staff, other designated staff and relevant Committee(s) and Ministry Team(s). The employee will participate in this review and be given the opportunity to express concerns or suggestions.

At any time during the orientation period, employment may be terminated for causes such as those outlined in Sections XVII and XVIII. Such termination may be made by

the Senior Pastor/Head of Staff, other designated staff and relevant Committee(s) or Ministry Team(s)

XI. Work Week

The work week varies with the job description and terms of employment. Typically, Support Staff members have a set number of hours which may equal part-time or full-time employment.

A. Non-exempt Support Staff

Non-exempt Support Staff employees are to be paid for each hour of time worked as reported to the Church Business Administrator (CBA) using the Kirk time sheet. Failure to submit a completed time sheet, signed by the employee's supervisor, by the deadline specified by the CBA may result in the employee not being paid for that pay period.

The approval of staff member's immediate supervisor is required before working more than the maximum hours per week specified in their job description.

B. Exempt Staff

Staff members who are classified as Exempt are expected to work as required by the rhythms of church life. For example, times like Advent, Lent, weddings, funerals, emergencies, special events and projects, will require more work hours than some other weeks or seasons. During less intense weeks, Program Staff are still "on call" and are still considered "on duty" even when they are not at the church site. The church's value of professionalism as illustrated in the introduction to this manual is the guide for all its employees.

XII. Compensation

The compensation of Ordained Program Staff is defined in their terms of call and approved annually by the congregation. The salaries of Non-Ordained Program and Support Staff are defined in their contracts and approved annually by the Session.

Compensation will be considered by TPC in light of annual evaluations, changes in job descriptions and level of responsibility, the church's financial situation, denominational standards and recommendations, comparable positions in other churches, etc. TPC will submit its recommendation for staff compensation to the Finance Committee as the budget is being prepared annually. The budget will be presented to the Session of the church for approval.

Following the Session's adoption of the budget, each staff member will receive an updated copy of their complete compensation package.

A. Method for Calculating Compensation Adjustments for Ordained Staff

For Ordained Program Staff, compensation increases or decreases will be applied to the aggregate of their current cash salary and housing allowance (and without giving effect to any temporary reallocation of cash salary and professional expenses that has been made in consultation with The Personnel Committee). Ordained Program Staff members are responsible for determining the allocation of cash salary and housing allowance, subject to congregational approval as required. Professional expenses for each Ordained Program Staff member will be determined by TPC, and approved by the Session and congregation as required, in consultation with the staff member.

Ordained Program Staff - compensation increase example:

	<u>Current</u>	<u>% Increase</u>	<u>New</u>
Cash Salary	\$75,000	2%	\$76,500
Housing Allowance	\$25,000	2%	\$25,500
TOTAL PASTOR PAY:	<u>\$100,000</u>		<u>\$102,000</u>
Board of Pensions	Per Prevailing Policy & Rates - Paid by Kirk		
Professional Expenses	\$3,000	0%	\$3,000

Compensation changes must be recommended to the congregation for approval as a part of the terms of call for all Ordained Program Staff.

B. Pay Period

All employees are paid twice a month -- on the 15th and the last days of the month (24 per year). When those dates fall on a weekend or holiday, paychecks will be issued on the Friday immediately prior to the date. Paychecks are available in the office.

XIII. Benefits

(Benefits that apply to the Kirk Children’s Center (KCC) staff are explicitly noted. Where not noted, the KCC’s schedule of benefits will apply to KCC staff.)

The church pays the required Social Security tax (FICA) and withholds taxes from the employee’s salary for all personnel, including KCC staff. Ordained staff are considered self-employed by the IRS and the church’s FICA payments are included in their Terms of Call.

All employees, including those employed by the KCC, are covered by the Workers’ Compensation Law of NC, and any injury incurred while working for the church is to be reported immediately to the employee’s supervisor or Pastor/Head of Staff.

For ordained staff, the Board of Pensions determines the benefits provided by the church and defined in their terms of call. The terms of call include insurances, retirement, and other benefits. Terms of call are approved by the congregation.

Other staff members receive benefits as noted in their contracts and approved by Session.

A. Health-related Insurances and Flexible Reimbursement Plans
(Applies to all Kirk staff, including KCC staff.)

For the purposes of health-related insurances and eligibility for flexible reimbursement plans, Part-Time employees are those who work between 25 and 34 hours per week. Anyone working more than 34 hours per week is considered Full-Time.

Full-time employees are eligible for medical insurance coverage. The Kirk will pay 100% of the insurance cost for the employee only.

Part-time employees are eligible for medical insurance coverage. Employees who elect coverage are responsible for 50% of the cost of insurance. The Kirk will pay the remaining 50% of the cost of the medical insurance coverage for the employee only.

Enrolled employees may elect medical coverage for their spouse/children and/or optional benefits (such as death, disability, dental) at the employee's expense.

All employees who work 20 or more hours per week may purchase Board of Pensions health insurance at the employee's expense.

Employees may elect coverage within 31 days of their employment start date or during other open enrollment periods specified by the Kirk.

Full-Time and Part-Time employees are eligible to participate in the church's flexible reimbursement plans for qualified medical and childcare expenses. Maximum election amounts are set annually by the Internal Revenue Service. Employees should check the rules and regulations governing these reimbursement plans before enrolling. Employees should be aware that, once enrolled, no changes to the amount deducted can be made during the plan year unless a change in status occurs.

B. Retirement Savings Plan
(Applies to all Kirk staff, including KCC staff)

All employees who work 20 or more hours per week are eligible to participate in a 403 (B) retirement savings plan. Payroll deductions up to the maximum allowed per year by IRS regulations may be made. Participants age 50 or older can make a catch-up contribution as prescribed by the IRS. Employees should check the rules and regulations governing these reimbursement plans before enrolling.

Contributions are made with pre-tax dollars (federal and state income taxes). Contributions by Non-Ordained employees are subject to FICA tax. Contributions by Ordained employees are not subject to SECA taxes.

Full-time employees will have their employee contribution matched by the Kirk up to 5% of their annual salary. If ordained employees elect to participate, the employer match must be included in their Terms of Call.

C. Sick Leave

All staff members are eligible for paid sick leave of up to ten (10) work days annually to be used in the case of illness. Extended Sick Leave of five days or greater may require a doctor's note. Eligibility begins on the start date of employment and is not subject to accrual. In the first calendar year of employment, the amount of available sick leave will be prorated based on the employment start date. Pro-ration will be based on the number of remaining work weeks in the year and will be rounded up to the nearest whole day.

Sick leave used during each calendar year will be tracked by the Office Administrator. At the end of each year the accumulated carry-over days will be documented in each employee's personnel file. The purpose of the accumulated sick leave is for an employee to use in the event that an extended period of sick leave becomes necessary. In the case of an elective leave, the employee is requested to provide as much notice as possible to the Senior Pastor/Head of Staff to allow other arrangements to be made for coverage during the leave.

The maximum amount of accumulated sick leave is twenty (20) days.

Although the church's staff is too small to require the use of FMLA (Family Medical Leave Act), the congregation values its staff members as human beings with health concerns, and will exercise compassion when determining the time a position is held.

D. Leave of Absence

A request for Leave of Absence either With or Without Pay will be considered in light of the purpose of the leave, the length of service of the employee, the employee's job performance, the cost to the church of temporary staff to do the work, the length of time requested, cost of the employee's benefits, and the impact upon other staff and volunteers. In consultation with TPC and relevant committee(s) or Ministry Team(s) the Senior Pastor/Head of Staff will make a recommendation to the Session for approval or denial of the request.

E. Paid Vacation

For all staff members, vacation days are to be requested in writing of the Senior Pastor/Head of Staff with at least two weeks' notice - more whenever possible. In consideration of the "rhythms of church life," workload of other staff, leave

requested by other staff for the same dates, the long-range planning calendar of the church, etc., the Senior Pastor/Head of Staff in consultation with the relevant Committee(s) and Ministry Teams(s) will approve or deny the request. There are times in the life of the church when all staff members are needed at work and vacation leave may not be approved as requested.

The Senior Pastor/Head of Staff and staff members will work together to ensure time off for rest and recreation, but timely requests are necessary to balance workloads and meet the needs of the church and the employee.

For all staff who are eligible for paid vacation, eligibility begins on the start date of employment and is not subject to accrual. In the first calendar year of employment, the amount of available leave will be prorated based on the employment start date. Pro-ration will be based on the number of remaining work weeks in the year and will be rounded up to the nearest whole day.

In the absence of specified vacation language in an employee's job description, the following vacation guidelines shall apply.

Pastoral Staff – According to Terms of Call.

Program Staff, Full-Time – Full-Time Staff will receive four (4) weeks paid vacation per calendar year.

Program Staff, Part-Time –Part-Time Program staff will receive the equivalent of two part-time weeks per year unless otherwise indicated by their job description. For example, an employee working a 25 hour work week will receive 50 hours of vacation per year. Part-Time Program staff who do not work a year-round schedule are not eligible for paid vacation.

Support Staff, Full-Time --- Full-Time Support Staff will receive two weeks' vacation per year. At the end of year 5, the employee will receive 3 weeks of annual vacation. At the end of year 10, the employee will receive 4 weeks of annual vacation.

Support Staff, Part-Time --- Part-Time Support Staff who work 20 or more hours per week will receive the equivalent of two part-time weeks per year unless otherwise indicated by their job description. For example, an employee working a 25 hour work week will receive 50 hours of vacation per year. Part-Time Support staff who do not work a year-round schedule are not eligible for paid vacation.

Vacation leave is expected and encouraged to be used each year. When it cannot be used for good reason, up to one week may be carried over into the first 4 months of the next year. When an employee reaches the maximum accumulation, he/she stops earning vacation leave until the balance is taken.

Vacation leave taken must be reported on the employee's weekly time sheet and the Office Administrator shall maintain the record of vacation leave accrued and taken.

At the end of employment by the church, employees will be paid for any unused vacation leave. Employees will not otherwise be compensated for unused vacation leave.

F. Holidays

The following holidays are paid days off:

- New Year's Day
- Martin Luther King, Jr. Day
- Monday after Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day
- The day after Christmas
- One additional day

Specific days for holiday time off will be determined by church life and worship services. All staff should be aware that extra preparation for a holy day or other church service (e.g., a funeral) requires flexibility as to when holidays can be taken. If a holiday falls on a Sunday or the day another worship service or church event is taking place, staff may be given an alternative day off as approved by the Senior Pastor/Head of Staff.

Part-time employees will receive holiday pay for holidays that fall on a day when they would normally work and for the hours they would normally work on that day.

G. Parental Leave

The church celebrates the birth or adoption of a child with the employee and their family and seeks to support all staff members at this significant time in their life. Parental leave for all Full-Time employees will be eight (8) consecutive weeks with full benefits. The staff member may determine when the first day of parental leave begins. If the staff member does not select a beginning date, the leave will begin on the date of birth or adoption of the child.

Time off for Parental Leave should be requested in writing of the Senior Pastor/Head of Staff at least 30 days in advance or more, if possible. Vacation leave, sick leave, and leave without pay may be used during parental time off as

approved by the Senior Pastor/Head of Staff in consultation with the Chair of TPC and relevant Ministry Teams.

The length of time for parental leave will be considered in light of the individual's situation and the church's workload, impact on other staff, cost of benefits, cost of substitutes, etc. Parental Leave may be extended up to 6 months per family as approved by the Senior Pastor/Head of Staff in consultation with the appropriate Committee(s).

H. Special Leave Requests

Time away from the church for special activities, including denominational events for Program staff, would normally be a part of their job expectations and not be considered leave or time off. Such requests should be made well in advance to the Senior Pastor/Head of Staff to be considered in light of the balance needed between service to the wider church and world and service in the local congregation.

If the activity is not a part of the employee's work, the use of Vacation Leave must be requested in writing of the Senior Pastor/Head of Staff.

For Support staff, requests for special time off (e.g., for volunteer work) normally require the use of Annual Leave. Requests must be made of the Senior Pastor/Head of Staff as far in advance as possible.

No policy can anticipate every possible request for time off. The guiding values of professionalism, teamwork, compassion and productivity will guide the Senior Pastor/Head of Staff in consultation with the Personnel Committee and other relevant Committee(s) and Ministry Team(s) in approving or recommending approval to the Session of the church.

I. Bereavement Leave

Up to three (3) days leave may be granted by one's supervisor when there is a death of an immediate member of the family (parent, grandparent, sibling, child, grandchild, spouse, step children/parents or in-laws). Up to one (1) day leave may be granted for attendance at funerals for other family members or close friends. Time utilized for funeral leave shall be deducted from accumulated sick leave. Hours paid will be prorated according to the normal workweek. Employees may take up to five (5) days off, but two (2) of those days would be without pay or as vacation days.

J. Jury Duty

All employees shall be given paid time off for jury duty. All employees are expected to report to work if jury service does not require the whole day.

K. Continuing Education and Training

In light of the value the church puts on professional growth, continuing education and training is encouraged for all staff members to expand their skills and refresh their creativity.

The terms of call of Ordained Staff will define the time allowed for continuing education and training. The individual's job description for other Program Staff will define the time allowed for continuing education and training.

Training and continuing education for Support Staff, unless defined in the individual's job description, may be requested by staff or assigned by the Senior Pastor/Head of Staff (in consultation with the appropriate Committees/Ministry Teams), and will be paid for by the church as the budget allows.

Continuing education and training does not require the use of vacation leave by staff and is considered as work time. Continuing education and training is expected to be taken regularly for the benefit of both the employee and the church.

If the continuing education allowance for Program staff cannot be used in the year it is budgeted, the balance will not be carried over into the following year, except when an Extended Study leave is planned for the following year and the balance is to be used to help fund the Extended Study leave.

If the continuing education allowance is not used, or only partially used, in two successive years, the expectation for continued training will be reviewed by the Senior Pastor/Head of Staff and relevant Committee(s) for needed adjustments.

Unused continuing education funds will not be paid to any employee on termination of employment.

Ordained Staff who are eligible for Sabbatical/Extended Study leave may not use continuing education leave during the Extended Study year. During an Extended Study year, continuing education funds are expected to be used to help fund the Extended Study leave.

All continuing education requests or assignments will be reviewed by the Senior Pastor/Head of Staff as to the benefit to the employee and the church, and will be a part of the staff's annual evaluations and goals each year.

L. Sabbatical/Extended Study Leave

Sabbatical/Extended Study leave is a period of time provided for all Ordained Program Staff and Full-Time Non-Ordained Program Staff to disengage from their regular tasks and from the stress of being continually on call. It has its roots in the biblical concepts of Sabbath. It is a time for rest, reflection, personal and

spiritual growth, and an opportunity for renewed vision and commitment to ministry.

The allotted time of the Extended Study Leave is eight weeks, which may be extended to twelve weeks by utilizing vacation leave for that calendar year.

The Extended Study Leave may be taken during the 5th year of employment and each subsequent 5th year of continuous service to the Kirk. It should not normally be taken when the eligible staff person is seeking another call. If not taken within one year of the eligibility date, the employee will normally forfeit that particular Extended Study Leave.

In consideration of other factors, such as the church calendar, conflicting leave or other reason, the Senior Pastor/Head of Staff may in certain circumstances and in consultation with TPC, recommend to Session an extension of the time in which the Extended Study Leave may be taken. In no circumstances will a granted extension extend beyond two years from the date of eligibility.

No more than one staff member may take Extended Study Leave at the same time.

Requests for Extended Study Leave should be made at least six (6) months in advance to allow for planning and interim coverage for ministry.

The cost of the Extended Study will be assumed by the staff member who will continue to receive full salary and benefits during the leave. The cost will be supplemented by an Extended Study Reserve which will be funded through the annual budget of the church.

The church bears the cost of temporary or interim staff hired to substitute for the staff member on Extended Study leave.

The staff member requesting Extended Study leave will submit a proposal to the Senior Pastor/Head of Staff (or in the case of the Senior Pastor/Head of Staff to the Personnel Committee) who will review the plan with the staff member. In consultation with TPC, the Senior Pastor/Head of Staff will make a recommendation to the Session. The Session of the church has the authority to approve a proposal for Extended Study leave.

Following a leave for Extended Study, the staff member will report on and share appropriate learning and resources acquired during the Extended Study with the staff, the Session and the congregation.

M. Leave Records

Each employee's record of leave will be maintained by the Office Administrator in consultation with the Chair of TPC. Leave records are to be reviewed regularly

by the Senior Pastor/Head of Staff. Leave records will be placed in the employee's permanent file available to the individual employee and to the Chair of TPC upon request.

XIV. Reimbursement of Business Expenses

The church will reimburse staff members for approved business expenses incurred on behalf of the church in the course of their work and not already included in their compensation.

Travel by staff members on church business approved by the Senior Pastor/Head of Staff is reimbursed at the rate established by the Church Business Administrator, based on IRS guidelines, each budget year.

Membership in professional organizations may be of benefit to the employee and the church. Annual dues for an appropriate organization will be paid by the church if approved by the Senior Pastor/Head of Staff (in consultation with relevant Committees and Ministry Teams) and within the budget.

Vouchers are used for all business expenses. Authorization for any reimbursed expense may not be signed by the person who is being reimbursed for that expense. For audit purposes, a third party must authorize the expenditure. Appropriate documentation (i.e., receipts) is also expected to be attached.

Expenditures from a Committee or Ministry Team's budget should be authorized by the chairperson of the Committee or Ministry Team. When the chairperson is unavailable, another member of the Committee or Ministry Team may sign the voucher, and a copy of the signed authorization shall be given to the chairperson of that committee.

This policy applies to all staff and members of the Kirk.

XV. Staff Development and Evaluation

Staff development is a value and expectation of the church. As noted above, time away from work will be allowed and even encouraged for continuing education. Other staff development opportunities may be provided through retreats or activities provided to the staff for team building and professional growth. Supervision and evaluation are also essential to staff development.

An annual evaluation will be provided to each staff member based on their job description, work performance, goals of the church, the work and goals of the relevant Committees and Ministry Teams, the goals of the staff as a team, and of the employee. Evaluations are opportunities for goal setting, re-ordering of priorities, and clarification of job expectations.

The employee's immediate supervisor, in consultation with the Senior Pastor/Head of Staff, TPC and relevant Ministry Teams will conduct an evaluation for each staff member at least annually. TPC, with input from church Committees, Ministry Teams and church members, will conduct the evaluation for the Senior Pastor/Head of Staff at least annually.

Results of the evaluation will be discussed with the employee by his or her immediate supervisor, Senior Pastor/Head of Staff and an assigned member of TPC. A written copy of the evaluation summary will be provided to the employee and filed in the employee's personnel file.

XVI. Professional Conduct

In light of the church's values and expectations of ethical and appropriate behavior and professionalism, all staff members are expected to conduct themselves in a positive and helpful manner both in the church and away from the church on church business.

The behavior of all church employees reflects upon the church. Discriminatory language or other inappropriate language, violence, sexual misconduct or harassment, illegal activity, breach of confidentiality, inappropriate use of authority, inappropriate use of church resources (internet, email, fax, telephone, business expenses, copier, etc.) or other negative behaviors by church staff members will not be tolerated and may be grounds for dismissal.

DRUG AND ALCOHOL USE

It is the Church's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on our premises or while conducting employment activities, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job, only if it does not impair the employee's ability to perform the essential functions of the job effectively and in a safe manner without danger to other individuals in the workplace. The illegal use, distribution, sale (etc.) of legal drugs is prohibited. To help ensure a safe work environment, employees are subject to drug testing in a certified laboratory whenever the immediate supervisor, the Senior Pastor, Head of Staff, and the Personnel Committee concur that an employee should submit to testing. If the test results are negative, the employee may return to work immediately and all compensation will be paid. If the test results are positive, upon providing the employee with written notice of their rights, the Senior Pastor, Head of Staff, in consultation with the Chair of the Personnel Committee, will consider the appropriate disciplinary action to be applied to the employee and/or whether additional testing is warranted. Violations of this policy shall lead to disciplinary action, up to and including the immediate termination of employment, the required participation in a substance abuse rehabilitation or treatment program at the employee's expense before returning to work, required periodic testing, etc. Violations of this policy may have legal consequences. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these

matters with their supervisor or the Senior Pastor, Head of Staff without fear of reprisal, reprimand or retaliation. Assistance and referrals to appropriate resources in the community may be made available to the employee. An employee with a drug or alcohol problem may request approval to take unpaid time off to participate in a rehabilitation or treatment program.

XVII. Disciplinary Actions

The Book of Order provides procedures for disciplinary actions for ordained personnel. Long before any formal procedure requesting disciplinary action becomes necessary, the Senior Pastor/Head of Staff in consultation with TPC and the Session of the church will address the issue and seek resolution and reconciliation through every appropriate resource available. The congregation will be advised of the Session's intention to refer the concern to the Presbytery, and of the efforts made to resolve the issue, at a time and in a manner that promotes good communication and the awareness of the rights and responsibilities of all parties involved.

For Non-ordained Program and Support staff, the need for disciplinary actions will be determined by the Senior Pastor/Head of Staff in consultation with TPC. Disciplinary actions will include:

- a Performance Improvement Work Plan
- a written warning
- notice of dismissal

For Non-ordained Program staff, the authority for dismissal rests with the Session. Every appropriate resource will be used to resolve the issues by the Senior Pastor/Head of Staff in consultation with TPC prior to recommending dismissal. The Session will communicate decisions for dismissal to the congregation in a timely and appropriate manner.

XVIII. End of Employment

The procedure for the “Dissolution of the Pastoral Relationship” is detailed in the Book of Order (G-2.09). This procedure will be followed by the church when an ordained staff member wishes to dissolve the pastoral relationship, or when the congregation wishes to dissolve the pastoral relationship. Only the presbytery may dissolve a pastoral relationship.

A resignation from Non-ordained Program or Support staff member is requested to be given in writing to the Pastor/Head of Staff with 30 days’ notice if possible. At least two weeks’ notice is required. The Senior Pastor/Head of Staff will notify the Chair of TPC and the Treasurer of the resignation.

The state of North Carolina allows “at will” termination of employment. Although it is sincerely hoped that each staff member’s employment relationship is successful and rewarding, employment with the church may be terminated by the employee or by the church at any time for any reason with or without cause and with or without previous notice. Reasons for the church to end employment may include but not be limited to reorganization of positions, elimination of positions, change in priorities and goals, budget limitations, etc., and are not required in an “at will” employment state.

The Senior Pastor/Head of Staff in consultation with the Chair of The Personnel Committee and / or Clerk of Session may end the employment of Support staff.

The Senior Pastor/Head of Staff in consultation with TPC and Clerk of Session may recommend Dissolution of the Pastoral Relationship for ordained staff or the dismissal of other Program Staff to the Session. The Session follows the procedures of the Book of Order for the Dissolution of the Pastoral Relationship and makes a recommendation to the congregation.

XIX. Grievances

Employment concerns or problems are to be presented to the staff member’s immediate supervisor, and if not resolved, to the Senior Pastor/Head of Staff. If still not resolved, the concern may be presented to the Personnel Committee Chair in writing.

TPC may meet with the employee or direct the Senior Pastor/Head of Staff and/or TPC Chair or representatives of the Committee to attempt a resolution.

If the concern is still not resolved, the employee may appeal to the Session of the church in writing.

XX. Personnel Files

A confidential personnel file is maintained for each employee and kept in a locked file in the office of the Senior Pastor/Head of Staff at the church. The Senior Pastor/Head of Staff and Chair of TPC will have access to the files. Any employee may request to see their own personnel file.

Each file will contain:

- The employee's application for employment and references
- Current home address, telephone and cell phone numbers, and email address
- Emergency contact information
- Correspondence related to employment (new employee checklist and all appropriate documentation)
- Letter or written notice of employment with date of employment
- Terms of Call or contract
- Job Description (updated as needed)
- Last three Performance evaluations
- Record of continuing education, training, certification, advanced degrees awarded,
- Publications, awards, etc. during employment with the Kirk
- Record of Extended Studies
- Record of salary changes
- Record of compensable injuries and time lost for injuries
- Disciplinary actions received
- Record of changes in positions
- Record of grievances
- Exit interview summary and date
- Separation status and severance allowance

XXI. Personnel Policy Review

This policy will normally be reviewed annually by The Personnel Committee in consultation with the Senior Pastor/Head of Staff and recommended changes presented to the Session for approval. Any employee may make suggestions for procedures or policy improvements by submitting them in writing to the Chair of The Personnel Committee. Suggestions will be considered at the time of submission and acted upon during or before the scheduled review of this policy.

Appendix A: Employee Acceptance Form

**EMPLOYEE'S ACCEPTANCE
OF THE PERSONNEL POLICY
OF THE KIRK OF KILDAIRE, PRESBYTERIAN**

I, (print name here), _____, have
received and read this policy and agree to comply with all of its provisions.

Signature

Date

Appendix B: References

References for the Personnel Policy of Kirk of Kildaire, Presbyterian

Updated August 2016

NRSV of The Holy Bible

The Personnel Manual of GCPC updated Nov. 2001

GCPC Policy Concerning Extended Studies updated Sept. 2001

Extended Study Leave Reserve Fund for Senior and Associate Pastors July 2002

www.pcusa.org/oga/publications/sexual-misconduct-policy.pdf July 22, 2002

The Personnel Policies for Employed Staff of the Girl Scouts of WNC

Pisgah Council Sept. 2003

The Personnel Manual of GCPC (Draft only) updated Mar. 2004

Standards of Ethical Conduct of the General Assembly (1998) of the PCUSA 2004

Employee Handbook of First Presbyterian Church, Asheville, NC July 2004

Vacation Policy of GCPC updated Dec. 2005

Terms of Call of the Director of Music Ministries 2005, 2006

Terms of Call of the Pastor/Head of Staff 2006

Terms of Call for the Associate Pastors 2002 -2006

The Personnel Manual of the Presbytery of the WNC updated Sept. 2006

(Particularly Appendix B: A Model for Congregations)

White Memorial Presbyterian Church Personnel Policies (Raleigh, NC) April 2006

GCPC Personnel Policy: Continuing Education Section Approved Changes 2006

TPC Guidelines of the PCUSA (no date on the document on-line)

GCPC Child and Youth Protection Policy Oct. 2006

The Book of Order: Constitution of the Presbyterian Church USA 2005/2007

Human Resources Policy Manual of The Children's Center of GCPC, Inc. Feb. 2007

FMLA (Family Medical Leave Act of 1993)

United Methodist Church Personnel Handbook Template

Special thanks to Grace Covenant Presbyterian Church, Asheville, NC, for permission to use their manual as a basis for the Kirk's manual.