

PERSONNEL POLICIES AND PRACTICES



THE PRESBYTERY OF MONMOUTH
PRESBYTERIAN CHURCH (USA)
SEPTEMBER 2013 (REVISED NOVEMBER 2013, MAY 2018, MAY 2019)

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I. THE PHILOSOPHY OF THE PERSONNEL SYSTEM

- 1.1 The staff personnel system is based on a commitment to recognize and affirm the full potential of each employee, and to develop, support and use the full range of human resource potential by securing and maintaining cooperation between employer and employee. The Presbytery of Monmouth is appreciative of the substantial contribution of all persons employed by the Presbytery to its well-being and, in turn, seeks to make employment rewarding professionally and personally. The Presbytery is committed to a work environment in which relationships are characterized by dignity, courtesy, respect and equitable treatment. Valuing each person's worth and seeing the work of each as a part of the ministry of the Presbytery puts meaning into the words of the *Book of Order* which state, "*The Church is the body of Christ. Christ gives to the Church all the gifts necessary to be his body. The Church strives to demonstrate these gifts in its life as a community in the world*" (F-1.0301). It is with this concept of ministry in mind that these personnel policies and practices are provided.

II. PRINCIPLES FOR THE DEVELOPMENT AND ADMINISTRATION OF PERSONNEL POLICIES AND PROCESS

The Presbytery will be guided by the following principles in the development and administration of all personnel policies and processes.

2.1 EQUAL EMPLOYMENT OPPORTUNITY

Establish and administer a process that will enable the employer to develop and implement an affirmative action plan for equal employment opportunity which will ensure that all recruitment, employment, promotions, and all policies and processes regarding compensation, benefits, transfers, training opportunities, dismissals and recreation programs are administered with due regard to past and present inequities and discrimination in the areas of race, religious affiliation, color, national origin, sex, age, marital status, (including family responsibilities), physical or medical disability, unrelated to the ability to engage in activities involved with the job (including blindness). Religious affiliation is, however, a germane issue with respect to employment and a bona fide qualification for program, resource and leadership positions.

2.2 COMPENSATION

Establish and administer a process of compensation wherein the individual employee's compensation is determined on the basis of job evaluation and classification.

2.3 REIMBURSEMENT OF EXPENSES

Establish and administer a process wherein authorized expenses incurred by employees in the performance of their work assignments are reimbursed in an adequate and uniform voucher-based system.

2.4 CAREER DEVELOPMENT

Establish and administer a process of career development that will afford employees the opportunity of acquiring new skills/knowledge and/or refreshment of old skills/knowledge, consistent with the needs of the Presbytery.

2.5 BENEFITS

Assist in meeting the needs of employees for medical service and insurance, pension coverage, regular vacations, regular and special leaves consistent with the goals and financial capacity of the Presbytery.

2.6 QUALITY OF WORK LIFE

Establish and sustain a process that assures the employee of equitable working hours, necessary equipment to perform tasks, humane treatment, clean, pleasant and safe working conditions, etc., to the extent these are feasible within the goals and financial capacity of the Presbytery.

2.7 GRIEVANCE AND COMPLAINTS

Establish and administer a process that will ensure all employees a fair and equitable opportunity, including the right to choose and advocate, for the hearing and resolution of misunderstandings and grievances that may arise in the administration of the total personnel system.

2.8 COMMUNICATION

Employees are entitled to communication covering personnel policies and procedures pertinent to their employment, including identification of the offices, persons or committees involved in the administration and oversight of the system.

III. PERSONNEL POLICES

A. BASIC POLICIES

The Presbytery of Monmouth of the Presbyterian Church (USA) is committed to Fair Employment Practices and Equal Employment Opportunity for all employees.

The Presbytery of Monmouth intends not to discriminate in employment. It operates under the mandates of the Presbyterian Church (USA) *Form of Government* and the various policies of the Presbytery, Synod and General Assembly; and in compliance with the Civil Rights Act of 1964 and 1968, the Equal Employment Act of 1972, the Equal Pay Act of 1963, the civil laws of New Jersey and the policy of the General Assembly, Presbyterian Church (USA) and the Synod of the Northeast, Presbyterian Church (USA). This intention includes, but is not limited to, the following practices:

3.1 RECRUITMENT

Recruit, employ and promote persons in all job classifications without regard to race, religious affiliation, color, national origin, sex, age, marital status (including family responsibilities), physical or medical disability, unrelated to the ability to engage in activities involved with the job (including blindness). Religious affiliation is, however, a germane issue with respect to employment and a bona fide qualification for program, resource and leadership positions.

3.2 AA/EEO

Periodically conduct analysis of all personnel actions and develop plans to ensure the Equal Opportunity is supported through an Affirmative Action Program.

Affirmative Action is the execution of a set of specific and result-oriented procedures designed to eliminate both conscious and unconscious discriminatory employment practices in order to ensure equal employment opportunity and to compensate for any past discrimination.

Affirmative Action entails going beyond the mere prohibition of conscious discrimination, to ensure the seemingly neutral recruiting, training, hiring and promotion practices do not operate to the disadvantage of any person or group referred to in paragraph 1.

3.3 TRAINING

Provide equal opportunities in training during employment.

3.4 OTHER PERSONNEL ACTIONS

Ensure that all other personnel actions such as compensation, benefits, transfer, leaves of absence, lay-offs, return from lay-offs, education, study leave financial assistance, and any others will be administered on a non-discriminatory basis.

B. EMPLOYMENT CATEGORIES, TERMINOLOGY, AND PROCEDURES

4.1 EMPLOYER

The legal corporate employer of all Presbytery staff is the Presbytery of Monmouth of the Presbyterian Church (USA), a corporation. An employee, whether elected, appointed, or otherwise employed, is hired, has his/her work directed by, may be terminated by, and has compensation and benefits provided by the Presbytery of Monmouth of the Presbyterian Church (USA), a corporation. For administrative and executive staff personnel, this process shall be followed in consultation with the Synod Mission Council where appropriate in relating to exempt staff.

4.2 EXEMPT AND NON-EXEMPT CATEGORIES

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

Regular full-time persons employed in non-exempt positions will work forty (40) hours a week. A person's compensation is calculated the basis of forty (40) hours of work as prescribed by law. Overtime will be compensated at one and one-half (1½) times the regular hourly rate for each hour worked past forty (40) hours per week. Regular fulltime persons employed in exempt

positions will be scheduled to work 40 hours per week but do not receive overtime if they work longer.

Regular part-time employees are those persons who are employed to work less than forty (40) hours per week. Regular part-time persons employed in a non-exempt position for more than twenty (20) hours per week will be eligible for the following:

- Holiday pay, if the holiday falls on one of the regularly scheduled working days for that part-time employee.
- Jury duty pay.
- Compensation increases
- Regular pay, up to 40 hours; time-and-a-half (1½) times regular pay rate for work in excess of forty (40) hours in any work week.
- Vacation and sick leave pay in proportion to hours worked each week.
- Worker's Compensation
- Pension and Medical Coverage through the Board of Pensions

Regular part-time persons employed for more than twenty-one (20) hours in exempt positions will be eligible for the benefits above except for overtime pay.

4.3 TEACHING ELDERS

In accordance with Federal and State statutes and Church policy, all ordained clergy called to service to the Presbytery are considered self-employed person engaged in the exercise of their ministry and are not subject to withholding for certain taxes (nor are they covered under unemployment insurance). They are, however, included in all other policies which apply to "exempt employees", except where excluded by Federal or State law. (Refer to Committee on Ministry *Standards of Ministerial Compensation*.)

4.4 ELECTED STAFF

All Presbytery executive and administrative staff shall be elected in accordance with provisions of the *Form of Government*.

4.5 APPOINTED STAFF

All other non-exempt staff shall be appointed by the Head of Staff, concurred by the Personnel Committee and affirmed by the Presbytery Council.

4.6 REGULAR EMPLOYEES

New Employees, who work a regular schedule of forty (40) hours per week, become regular fulltime employees after having completed satisfactorily a three-month probationary period. They are then entitled to full benefits, including credit toward vacation and sick leave during the probationary period. Employees who work less than forty (40) hours per week shall be considered part-time employees after having completed satisfactorily a three-month probationary period and are eligible for benefits as shown in Section III.B.04.2. Persons who are employed intermittently shall be considered temporary employees and are not eligible for benefits. Regular part-time employees, under contract, have limited benefits as shown in Section III.B.04.2.

4.7 TERM OF OFFICE

Unless an employee is elected for a specific period or has a contract of employment, all employment is at will.

C. POSITIONS WITHIN THE PRESBYTERY

5.1 POSITION DESCRIPTIONS

A position description, subject to periodic review will be required for each position (exempt and non-exempt), following guidelines prepared by the Personnel Committee and approved by Presbytery.

Position descriptions should be kept current (at least every two years) and should be reviewed and altered whenever a significant change is made.

5.2 RECRUITMENT AND SELECTION

To provide maximum opportunity for development and advancement, it is the policy of Presbytery to promote non-exempt personnel from within whenever possible, and where consistent with AA/EEO goals.

5.3 BACKGROUND AND REFERENCE CHECKS

a) In keeping with the “safe church” philosophy, and for the protection of the integrity of the Presbytery of Monmouth all staff and employees of Monmouth Presbytery that hired from the date this policy is approved by Monmouth Presbytery shall undergo both a reference and criminal background check by an appropriate agency selected by the Presbytery at that time. Such reference and background checks are to determine the candidate’s suitability for hire and service in a given position in Monmouth Presbytery. The cost incurred for reference and background check shall be paid for by Monmouth Presbytery.

b) Candidates who are seeking hire by Monmouth Presbytery and who are undergoing ecclesiastical and/or civil investigation, indictment, and/or trial are presumed innocent, unless convicted. However, dependent upon the nature of an alleged offense, and the nature of a position being applied for, said civil and/or ecclesiastical proceedings may constitute cause for delaying consideration of one’s potential employment with the Presbytery until all charges are dropped, dismissed, the candidate for a position is exonerated, for the charges, and/or the resulting action(s) are deemed by Monmouth Presbytery as irrelevant.

c) Employees and Staff of Monmouth Presbytery who are accused of an offense which may impact the integrity of their work or that of the Presbytery of Monmouth may face administrative leave or suspension. Conviction of civil and/or ecclesiastical charges which are related to the nature of one’s work for the Presbytery of Monmouth, or which compromises the working and relational trust of the employee or staff member with the Presbytery of Monmouth and its constituents while under the employ of Monmouth Presbytery may be subject for review and have an impact upon one’s continued employment within the Presbytery (dependent upon the nature of the person’s position as an employee of Presbytery of Monmouth and the nature of the offense of which one may be convicted).

D. OTHER EMPLOYMENT POLICIES

6.1 SEXUAL HARASSMENT POLICY

The Presbytery of Monmouth will provide all employees a sexual and gender-based harassment free environment. Sexual harassment is defined as unwelcome behavior that ridicules, demeans, insults and/or impedes a person’s work performance because of the person’s sex. Sexual harassment and gender-based harassment are forms of sexual discrimination and a violation of *Title VII of the 1964 Civil Rights Act, as amended in 1972*

and New Jersey fair employment laws. It is a violation of the Presbytery and Synod and denominational AA/EEO policies.

(REFERENCE GUIDELINES FOR THE IMPLEMENTATION OF SEXUAL HARASSMENT POLICIES IN SYNOD OF THE NORTHEAST PERSONNEL POLICY, 10.1-10.6)

6.2 LIFE-THREATENING ILLNESS POLICY

The Presbytery of Monmouth has an obligation to provide a safe work environment for all its employees. Every precaution should be taken to ensure that the physical and emotional health and well-being of all employees are protected and reasonable accommodation is provided for a medically impaired employee as long as the employee is able to meet acceptable performance standards. This policy is based on the policy of the Presbyterian Church (USA).

(REFERENCE GUIDELINES FOR THE IMPLEMENTATION OF LIFE-THREATENING ILLNESS POLICY IN THE SYNOD OF THE NORTHEAST PERSONNEL POLICY, 10.7)

6.3 ALCOHOL AND OTHER DRUG DEPENDENT POLICY

This policy recognizes that alcoholism and drug dependency are illness or behavioral disorders which are treatable and as such they should not be approached in punitive action, but rather in a pastoral manner. The purpose of this policy is to ensure that any Presbytery employee having such problems will receive the same careful consideration and offer of treatment that is presently extended to Presbytery employees having other illness or behavior disorder.

(REFERENCE GUIDELINES FOR THE IMPLEMENTATION OF ALCOHOL & OTHER DRUG DEPENDENCIES IN SYNOD OF THE NORTHEAST POLICY, 10.8)

6.4 NEPOTISM

To affirm and facilitate equal opportunity for all employees and employment candidates, care will be exercised in the employment and assignment of persons who are direct relatives of people in the church's employ. Such people should not be automatically denied employment nor fair treatment in the full spirit of these policies.

However, individuals shall not be hired by or through the involvement of direct relatives, and they shall not be assigned to a position where a direct relative is in a

position to influence the employee's salary, promotion or other aspects of personnel practice.

6.5 CONFLICT OF INTEREST

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

6.6 PRIVACY

The Presbytery shall establish procedures necessary to guarantee the confidentiality of medical and employment records of employees.

6.7 SOCIAL MEDIA

The Presbytery shall establish procedures and policies related to the use of social media.

F. SALARY ADMINISTRATION

- 7.1 Salaries of all positions will be determined on the basis of a position evaluation and classification system recommended by the Presbytery Personnel Committee approved by Presbytery Mission Council.

The Presbytery of Monmouth is committed to salary administration principles which will provide fair pay for the work performed. Salary levels will be maintained in a manner which results in their being consistent internally, equitable related to salaries paid by external organizations, responsive to changes in the cost-of-living, and in keeping with the presbytery's philosophy and objectives.

Salaries will be paid every two weeks on a regular basis.

G. CAREER OPPORTUNITIES

8.1 CAREER DEVELOPMENT AND TRAINING

The enhancement of skills and knowledge related to the work of Monmouth Presbytery is an important aspect of career development and is encouraged. The Presbytery will provide time and funds for training opportunities that will benefit the employees and the Presbytery. Employees should address their requests to the Personnel Committee through the Head of Staff, indicating:

- A description of the course or training and how it will benefit the work of the employee and Presbytery.
- Where the course or training will be held.
- The cost of the course or training, including travel, lodging, meals, etc.

Note: This section applies only to employees who are not in “called” positions. Some clergy employees may be “called,” not hired, and are governed by Presbytery requirements which are overseen by the Committee on Ministry. Accordingly, any provisions for carryover time and money for study leave will apply only to clergy in called positions, not to non-called employees. There is nothing to preclude the Personnel Committee from giving an employee more than two weeks for course work or training if, in their judgment, the benefit to the Presbytery is worthwhile.

H. PERFORMANCE REVIEWS

9.1 ANNUAL PERFORMANCE REVIEW

An annual performance review and evaluation will be conducted for both exempt and non-exempt staff within guidelines provided by the Presbytery Personnel Committee. The annual review of the work of the Head of Staff will include an EEO review.

9.2 COMPREHENSIVE REVIEW

A comprehensive review and evaluation will be conducted for exempt staff at least every five years. The comprehensive review/evaluation of the Head of Staff will be in accordance with the *Form of Government* and will include an EEO review.

9.3 PERSONNEL RECORDS

A complete personnel file on each employee is maintained at the Presbytery office. These files are confidential, with access limited to those persons who have authority in personnel matters and the individual on whom the file is maintained. These files are destroyed five years following separation from employment. Employees may have access to their file in the presence of the Head of Staff or his/her designee.

I. SEPARATION PRACTICES

The term *separation* shall refer to any and all terminations of the relationship between an employee, exempt or non-exempt, and the Presbytery.

10.1 VOLUNTARY RESIGNATION

Voluntary separation (resignation) may take place after two weeks written notice for non-exempt employees or a one-month notice for exempt employees. Employees will be paid the cash equivalent of their unused earned vacation at the date of separation. No severance allowance will be provided. At the discretion of the Head of Staff the period of written notice may be waived.

10.2 DISMISSAL FOR CAUSE

Dismissal for cause may take place by written notice from the Head of Staff and the Presbytery Personnel Committee, giving specific reasons for termination. Notice must be given or pay in lieu of notice of up to one month for the exempt employees or up to two weeks for non-exempt employees who are dismissed. Employees who are dismissed will receive the cash equivalent of their unused earned vacation. No severance allowance will be paid.

Causes for dismissal may include, but are not limited to:

- unsatisfactory performance
- insubordination, including, but not limited to refusal to do any work which the employee is capable of doing and which falls within the purview of his/her position description
- neglect in the care and use of Presbytery property and funds
- unexcused absence
- repeated tardiness
- illegal conduct

- failure to observe employer policies
- dishonest or unethical conduct

10.3 REDUCTION OF FORCE OR CHANGE OF STAFFING

Separation because of the discontinuation of a project or retrenchment in budget, or for other circumstances arising out of no fault of the employee, is at the discretion of the Presbytery. Written notice of such separation will come from the Head of Staff and the Presbytery Personnel Committee. Up to six months notice or pay in lieu of notice will be given exempt employees and up to three months notice or pay in lieu of notice will be given to non-exempt employees.

10.4 EXIT INTERVIEW

Prior to an employee's actual departure, for any reason, an exit interview will be conducted. The exit interview is a personnel process and will be conducted between the staff person who is being separated and the Head of Staff and or the Chairperson of the Presbytery's Personnel Committee.

10.5 RETIREMENT

The Presbyterian Benefits Plan is designed to make retirement possible at age 65 with full benefits in relation to accrued pension credits. Those who work beyond age 65 will continue to accrue additional credits.

Subject to normal performance standards, employees who desire to work beyond age 65 may continue on a year-to-year basis subject to recommendation of the Personnel Committee and Presbytery Mission Council, and the approval of the Presbytery.

J. GRIEVANCE PROCESS

- 11.1 The Presbytery of Monmouth aims to maintain within its staff good working relationships that affirm the importance of each individual and of his/her contribution to the work being done, encouragement of mutual respect of employee and supervisor, provide prompt answers to questions, minimize misunderstandings, and seek resolution of differences as quickly as possible.

(REFERENCE GUIDELINES FOR THE IMPLEMENTATION OF GRIEVANCE PROCESS
POLICIES IN SYNOD OF THE NORTHEAST PERSONNEL POLICY, 16.1 -16.6)

K. BENEFITS

12.1 SOCIAL SECURITY

All regular full-time or part-time personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee's share of the tax is withheld from the wages of persons on staff. Clergy persons in "called" positions on staff are considered self-employed and are subject to the Committee on Ministry's Standard of Ministerial Compensation.

12.2 PENSIONS

All regular full-time employees (exempt and non-exempt) are covered under the Presbyterian Benefits Plan for which full dues are paid.

For non-exempt staff, the participation in the Benefits Plan will be optional. Should the person not enter the Plan, the same percentage of the annual compensation that is paid to the pension portion of the Benefits Plan will be paid to the individual for an Individual Retirement Account or annuity.

12.3 HEALTH INSURANCE

All personnel working 20 hours or more will be offered to participate in the Presbyterian Benefits Plan. If the person elects to participate, the presbytery will pay the entire cost of health benefits. If the person chooses not to participate, subject to policies of the Presbyterian Benefits Plan, an amount equal to the cost of the Presbyterian health plan will be paid to whatever medical plan the person elects.

12.4 VACATIONS

A vacation with pay is provided for all employees for rest, refreshment, and relaxation. Employees will be urged to take the vacation to which they are entitled not only for the personal benefits derived there from, but must be used within the calendar year. While

every attempt will be made to schedule vacation time as requested, the time of each employee's vacation is subject to the approval of the Head of Staff.

Full time exempt employees are entitled to one full month (22 working days) vacation per year.

Vacations are provided as follows for full-time and part-time non-exempt staff:

<u>Length of Employment</u>	<u>Number of Weeks*</u>
Six (6) months to one (1) year	One (1)
One (1) to three (3) years	Two (2)
Four (4) to five (5) years	Three (3)
six (6) years and over	Four (4)

**one week for a full-time employee is typically forty (40) hours or five (5) working days; part-time employee's vacation time will be pro-rated based on the number of days/hours typically worked each week.*

12.5 HOLIDAYS

It is the general policy to grant holiday time off to employees in accordance with local customs and laws. The selection of holidays for each year is a shared responsibility of the Presbytery and employees. Thirteen holidays per year will be granted with full pay. Prior to the first of each year, the Presbytery office will send out a suggested schedule of holidays.

When an official holiday falls on a Sunday, it is observed the following Monday. When it falls on a Saturday, it is observed the preceding Friday. To enhance the flexibility in the use of leave time, the presbytery provides one floating holiday per year to be chosen by the employee, with approval of the Head of Staff. The floating holiday must be used in the year for which it is granted. If it is not used, it is forfeited. All regular staff working twenty (20) or more hours per week, and on payroll prior to April 30, are eligible for the floating holiday in that calendar year.

12.6 SICK LEAVE

Regular full-time employees and part-time employees working at least twenty (20) hours per week are entitled to up to ten (10) working days (two weeks) of sick leave each calendar year, cumulative up to twelve years or 120 days (pro-rated for part-time

employees). Sick leave entitlement during the first year of employment will be prorated according to length of employment. Service with other Presbyterian Church (USA) governing bodies (above the session) will be included in computing entitlement to sick leave.

Exempt staff may be granted short periods of sick leave by the Head of Staff. Extended sick leave with or without pay is granted by the Presbytery's Personnel Committee on recommendation from the Head of Staff.

Time off for medical and dental appointments (up to two hours each) is granted with pay if the time is approved by the Head of Staff. Time off for such appointments in excess of two hours will be charged against accumulated sick leave allowance.

Medical and dental appointments should be scheduled early in the morning or after four o'clock in the afternoon, whenever possible. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave.

12.7 WORKERS COMPENSATION INSURANCE

All employees of the Presbytery of Monmouth shall be covered by the Worker's Compensation Law of New Jersey which provides for benefits in case of an on-the-job accident. To assure proper protection for staff and the Presbytery of Monmouth, any accident that occurs on the job should be reported even if there are no injuries apparent at the time.

12.8 UNEMPLOYMENT INSURANCE

Unemployment insurance is not provided by the presbytery. We do, however provide severance packages as listed above in I. Separation Practices.

12.9 LEAVES OF ABSENCE, WITH PAY

Leaves of absence, with pay, are provided under the following circumstances:

- For regular training period of the United States Armed Forces (up to two weeks annually)
- For jury duty (up to two weeks annually)

- An employee called for short-term military service or jury duty will receive the difference between military service or jury duty pay. If an employee is excused from jury duty for the day s/he will report to work as scheduled.
- For marriage of an employee who has been with the Presbytery one year or longer (up to three days)
- For personal or family emergencies, i.e., death, serious accident, etc., which cannot be cared for outside of working hours (up to three days annually)
- For work with more inclusive governing bodies when requested or invited. The work shall be related to the employee's field of work and will be for no more than five (5) consecutive workdays and with sufficient notice that the work of the Presbytery will not be adversely impacted. Leaves for this purpose shall be limited to five (5) days per year.

A timely request for a leave of absence is to be submitted by the employee in writing, for review and approval by the Head of Staff.

12.10 LEAVES OF ABSENCE, WITHOUT PAY

Leaves of absence without pay are provided.

(REFERENCE GUIDELINES FOR THE IMPLEMENTATION OF LEAVES OF ABSENCE, WITHOUT PAY POLICIES IN SYNOD OF THE NORTHEAST PERSONNEL POLICY, 17.13.)

M. OFFICE PROCEDURES

13.1 WORK WEEK

The ordinary workweek for full-time non-exempt employees forty (40) hours. A non-exempt staff person's compensation is calculated on the basis of forty (40) hours of work a week as prescribed by law. Overtime will be compensated at one and one-half (1½) times the regular hourly rate for each hour worked past forty (40) hours per week.

13.2 OFFICE HOURS

Normal office hours are 9:00 a.m. to 3:30 p.m., Monday through Thursday, with one-half (1/2) hour for lunch.

13.3 STAFF MEETINGS

All employees are required to attend staff meetings as scheduled at least once a month.

IV. REVIEW OF PERSONNEL POLICES AND PRACTICES

14.1 These Personnel Policies and Practices shall be reviewed and updated every third year by the Presbytery Personnel Committee in consultation with the Head of Staff and presented to the Presbytery Mission Council for approval by Presbytery. All employees shall sign that they have been made aware of any changes in the policies and practices.

**RECEIPT AND ACKNOWLEDGMENT OF
PERSONNEL POLICIES AND PRACTICES**

I have received the Presbytery of Monmouth's Personnel Policies and Practices Manual dated _____ and acknowledge its contents.

Printed Name: _____

Date: _____

Position: _____