

PERSONNEL POLICIES FOR UNIVERSITY PRESBYTERIAN CHURCH

Revised by Session on the 9th of December , 2010.

This revision supersedes previous editions of the Personnel Manual.

General Statement of Responsibilities of the Church and its Employees

University Presbyterian Church is dedicated to assuring fair and equitable treatment of its employees; to providing equitable compensation and benefits for its employees; to assuring that policies and administration of the personnel system are consistent with the rights of its employees; to providing safe and secure working conditions for its employees; to establishing and maintaining open communication with employees on matters affecting their welfare and the Church's interests; and establishing and administering a process to hear and resolve grievances and complaints.

The employees are to give their best possible performance in their assigned tasks; to understand their role as a representative of the church at all times and act accordingly; to make suggestions to improve operations; to act in accordance with the church's established policies and procedures, and to take initiative to present employee opinion and ideas in any appropriate forum dealing with the personnel system.

For the Church and its employees to function effectively, it is necessary that each recognize its dependency on the other in harmony.

University Presbyterian Church is an equal opportunity employer.

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ORGANIZATION

- A. All employees of the Church work under the direction of the Senior Pastor, who may delegate specific administrative and supervisory responsibilities. The Senior Pastor is responsible to the Session in personnel matters.
- B. The Church program staff includes pastors, staff associates and music leadership, and all persons whose contracts reflect that they are program staff.
- C. Administrative staff includes office staff, financial office staff and custodial staff.
- D. Preschool staff includes the University Presbyterian Preschool (hereafter "UPPS" or "preschool") Director and all UPPS teachers. [Section II, Headings B through F don't apply].
- E. Administrative staff shall report to their immediate supervisor in carrying out program related responsibilities.
- F. Refer to organizational chart for reporting relationships.
- G. The Personnel Committee has the responsibility for establishing personnel policy with the concurrence of the Session and for reviewing any new job descriptions or hiring agreements for new staff. Current job descriptions shall be maintained by the Office Manager.

I. WORKING HOURS AND EMPLOYEE STATUS

- A. Office hours of the Church are from 8:30 - 4:30 p.m., Monday through Friday, with a one-hour lunch period. Administrative staff in each department will schedule lunch on a staggered basis between 11:30 a.m. and 2:00 p.m. With permission of the Senior Pastor, individual schedules may be adjusted as long as the office hours are covered by at least one administrative staff member.
- B. Administrative staff will conduct their work on the Church premises. Program staff will also conduct their office work on the Church premises. If circumstances require an employee to perform office work at another location, the employee must inform the Senior Pastor or designee. Such action is to be the exception rather than the rule.
- C. Full time administrative staff will work at least 35 hours per week during normal working hours as defined in Part A, above. The Property Manager and sexton(s) will work each week on a schedule determined by the Senior Pastor or designee.

D. Part time staff is defined as those who are employed less than 35 hours per week. If they are not temporary employees and are employed at least 26 hours a week, they are eligible for the following: holiday pay for hours that would normally be worked if the holiday falls on one of the regularly scheduled working days for that part-time employee; jury duty pay (as for full-time staff); salary increases; regular pay up to forty hours; time and a half pay over forty hours in any work week for non-exempt employees; vacation and sick pay in proportion to hours worked each week; worker's compensation; social security participation; participation in the Presbyterian Church (U.S.A.) pension and medical plan and in the Church Cafeteria Plan.

E. Part time staff who are not temporary employees but are employed less than 26 hours a week are eligible for salary increases, worker's compensation and social security participation.

F. Temporary employees are those employed for a short time, usually less than one month. They are not paid for holidays, sick leave, or other leaves, and do not earn vacation leave during their temporary employment. They are not eligible for pension or medical benefits. If a temporary employee joins the regular staff, his/her temporary employment is not considered in computing vacation and other benefits. Social Security (FICA) taxes are paid on their salaries.

G. Non-exempt employees receive hourly wages and are subject to wage and hour laws, i.e. overtime pay. They are required to complete a time sheet at the end of each week and submit it, ordinarily through their supervisor, to the Office Manager (or designated staff) for signature and recording.

H. Any overtime must be approved in advance by the employee's supervisor.

II. LEAVE POLICY

A. ANNUAL LEAVE

1. All employees are to submit requests for leave to their supervisor.
2. All full time administrative staff shall be credited with 13 days of annual leave on January 1st of each year for the first five years of employment. Leave credit shall be prorated for each employee during his or her first year of employment (e.g., an employee hired on July 1 will be credited with seven days of annual leave for the balance of the year). Leave will be credited in hours based on the number of hours in an employee's normal schedule. On January 1st, following the completion of five years of employment, 18 days of annual leave will be credited. Thereafter, an additional day of annual leave will be credited beginning January 1st of each year as illustrated below:

Year:	6	7	8	9	10	11	12+
# of days of leave:	18	19	20	21	22	23	24

Annual leave is considered time off for rest and recreation or for personal use. No compensation shall be paid in lieu of annual leave. Annual leave may be taken after it has accrued. In rare circumstances, annual leave advances may be granted with the permission of the Senior Pastor.

3. Administrative employees may carry forward up to 10 days of annual leave as of January 1st of each year. Unused carry forward leave above 70 hours will be deleted from the employee's leave balance.

4. Part time administrative staff working at least 26 hours per week are prorated annual leave based on the full time equivalent rate and will be compensated based on their normal pay. Employees working less than 26 hours per week are not entitled to annual leave.
5. Program staff annual leave is specified in the individual terms of call.
6. UPPS staff annual leave is defined in individual offer letters.
7. When an employee is terminated, any accrued annual leave will be paid based on the employee's normal pay. If an employee has taken annual leave in excess of the amount that has been accrued up to the month of termination, the excess amount will be deducted from the employee's final paycheck, based on the employee's normal pay.

B. SICK LEAVE (Program and Administrative Staff)

1. Employees will be entitled to take sick leave in cases of personal injury or illness or illness/injury within an employee's immediate family (spouse, child, mother, father, sister, brother, grandparent, grandchild, or other family member residing in the same household). Full time employees will accrue sick leave at the rate of one day per month of employment, entitled from the original date of hire, up to a maximum of ten days per year. Part time employees who work 26 hours or more will accrue sick leave at a prorated amount based on their regularly scheduled hours of work, entitled from the original date of hire. Sick leave will be recorded in hours based on the usual number of hours per day an employee is scheduled.
2. Sick leave shall be taken in one hour or greater increments.
3. Sick leave may be accumulated from one calendar year to the next up to a maximum of twenty days, recorded by the Office Manager in hours.
4. Sick leave is not available as a substitute for annual leave or leave without pay. At the discretion of the employee's supervisor, a physician's statement may be required to document illness.

C. LEAVE WITHOUT PAY

1. Leave without pay may be granted for up to six months, upon the recommendation of supervisor and approval by the Personnel Committee. In unusual circumstances, this may be extended with the approval of the Personnel Committee.
2. Annual leave and sick leave will accrue during the paid periods of annual or sick leave but not during leave without pay.

D. HOLIDAYS

1. The following holidays will be observed by *administrative and program* staff:

- New Year's Day
- Martin L. King Jr.'s Birthday
- Good Friday afternoon
- Easter Monday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- December 24th afternoon
- Christmas Day

1. If any of these holidays falls within a weekend, the Personnel Committee will determine the holiday schedule at the beginning of the year. The Office Manager will post all holiday dates during the first week of January each year. Working schedules shall be arranged to properly handle the work of the Church on Christmas Eve.

E. INCLEMENT WEATHER

1. When a decision is made to close the Church office, employees are not required to make up the time.

F. DEATH IN THE FAMILY

1. An employee may be given up to four days paid leave when there is a death in the employee's immediate family (spouse, child, mother, father, sister, brother, grandparent, grandchild, or other family member residing in the same household). Such leave will not be deducted from annual leave.

G. PARENTAL LEAVE

1. Full-time employees are entitled to parental leave in the period preceding and following the birth, adoption, or awarding of guardianship of a child as specified in this section.
2. An employee seeking to use parental leave shall, **except in exigent circumstances**, notify his or her supervisor at least one month in advance, and specify the amount of leave requested.
3. Parental leave may be granted for up to twenty-six consecutive weeks. The first 10 weeks of parental leave will be at full pay. The remaining parental leave will be leave without pay, except that the employee may use accrued annual and sick leave to supplement the unpaid leave period.
4. Benefit coverage, except annual and sick leave accrual, will continue during the parental leave period. The benefits cost will be carried by University Presbyterian Church.
5. If both parents are employed by University Presbyterian Church, a maximum of twenty-six weeks may be granted between the two employees for parental leave.
6. Upon completion of parental leave, the employee will be entitled to return to his or her position. The position will not be filled during the leave except on a temporary basis. If the supervisor deems it necessary for business reasons, properly documented to the Personnel Committee, a different but comparable position may be offered to the employee returning from parental leave.

H. SPECIAL LEAVE PROVISIONS – PANDEMIC INFLUENZA

Pandemic influenza occurs at long intervals, has historically been limited in duration to a period of a few weeks, but may result in a serious threat to life. Non-pharmaceutical interventions, particularly in social distancing, have been effective in reducing mortality rates. Maximum flexibility in leave policy is justified and required to reduce infection rates and possible mortality in the UPC staff.

The following policy will apply to all Administrative and Program Staff of UPC continuously from the time that a pandemic influenza state, at any level of severity, is declared by authorized public health officials to exist in any region that includes Chapel Hill, until such time as it is officially declared by authorized public health to have ended.

1. There will be neither penalty nor any assessment against annual leave, **or** sick leave when staff members are out of work for any of the following reasons:
 - a. Staying home because of undiagnosed incipient illness (“under the weather”) or developed or suspected influenza.
 - b. Staying home because of a family member with suspected influenza whether electing to do so or directed to do so by a supervisor.
 - c. Staying home due to child care problems related to closure of the public schools and/or day care programs.
 - d. Staying home due to any general or specific quarantine.
2. Authority is vested in the supervisor of any member of the Administrative Staff, with the concurrence of the Office Manager, to direct people to stay home, work from home, work staggered shifts, and to avoid person-to-person contact at work.

III. JURY DUTY

- A. It is understood that all employees will serve on jury duty as summoned by the court system, with normal compensation from the Church. In turn, the employee is expected to report for work if excused early by the court.

IV. PERSONNEL RECORDS

- A. Background checks will be required for all staff and will be placed in the staff member’s personnel folder upon employment. Background checks will include, but not be limited to, a search of criminal records, as well as the sexual offender registry.
- B. The Senior Pastor or designee will maintain records for program and administrative staff.
- C. Employee records shall be kept secure, and, with the exception of supervisors and appropriate review committees, access to these records is strictly controlled. Data shall be released externally only when the employee has given written permission or on a court order or subpoena. If information is to be released on a court order or subpoena, the employee is to be given written notice.
- D. All employees shall have **supervised** access to their own personnel file, upon request to their supervisors.
- E. Monthly updates of employee leave shall be maintained by the Office Manager and will be made available to each employee. Monthly updates of leave for preschool staff will be maintained by the Preschool Director.

V. PRESBYTERY, SYNOD, ASSEMBLY AND OTHER JUDICATORY WORK

- A. Upon approval of the Senior Pastor, the program staff shall be available to devote their services to local Churches for meetings, preaching, conferences, etc.
- B. Program staff are encouraged to become involved in Church courts and/or agencies. However, they are expected to be judicious in accepting a fair share of such work. To assure continuity in the local ministry, the Senior Pastor shall approve acceptance of such responsibilities.

VI. PROBATIONARY EMPLOYMENT

a. The first three months of employment of administrative and UPPS personnel is considered a probationary or trial period, giving the employer and employee an opportunity to evaluate interest and qualifications for the position under actual working conditions. At the conclusion of the probationary period either the employee or the employer may sever the relationship without prejudice or a negative notation on the employee's record. During the probationary period, the employee, if eligible for benefits, is enrolled in the major medical health plan carried by the Presbyterian Church USA and is entitled to accrual for annual leave and sick leave; the employee is also enrolled in the pension plan of the Presbyterian Church (USA) (see Section XIV).

b. Prior to regular employment, a performance appraisal shall be prepared and discussed with the employee by his or her supervisor and placed in the employee's personnel file. If all requirements for regular employment are completed satisfactorily, regular employment will begin with the next pay period

VII. ANNUAL PERFORMANCE EVALUATION

- A. Administrative and program staff members will prepare a self-evaluation prior to their annual review each year.
- B. Each administrative supervisor shall complete a performance evaluation annually for the person(s) under his/her supervision. Written evaluations from administrative supervisor will be shared with the Senior Pastor prior to the evaluation of each staff member.
- C. Each staff member will have the opportunity to meet with the Personnel Committee to review job concerns.
- D. Copies of the written evaluations will be given to the employee and will be placed in the employee's personnel folder.

VIII. SEXUAL HARASSMENT

A. Sexual harassment includes, but is not limited to, unwelcome and unsolicited sexual advances, requests for sexual favors, tormenting based on gender, and other undesired verbal, visual or physical conduct of a sexual nature.

B. Sexual harassment or sexual intimidation will not be tolerated in the Church from employees or from non-employee work contact. Any form of sexual harassment is unacceptable behavior within the work place and is subject to appropriate disciplinary action.

C. Any member of the staff who believes in good faith that he or she has been subjected to sexual harassment should use the grievance procedure outlined in Section XI unless the person alleged to have committed the harassment is the staff member's supervisor, in which case the grievance should be submitted in writing to the Personnel Committee.

IX. GRIEVANCE PROCEDURE

A. Grievances shall be submitted in writing by the employees to their supervisor and/or senior pastor. If not satisfactorily resolved, appeal in writing shall be made to the Personnel Committee. If not resolved by the Personnel Committee, an appeal in writing shall be made to the Session.

X. PERFORMANCE IMPROVEMENT

A. Unsatisfactory work or behavior should be addressed at once by the employee's supervisor. Oral feedback and discussion of steps needed to improve performance should be the first step and will be documented and placed in the employee's personnel file. Failure to improve performance as specified above will result in a written notice which is given to the employee and put into the employee's personnel file. If necessary, the supervisor's next step is to recommend dismissal to the Personnel to the Senior Pastor, who will bring the recommendation to the Personnel Committee, which has authority to terminate the employee.

XI. TERMINATION

A. Dismissal for cause shall take place by written notice from the Senior Pastor with the concurrence of the Personnel Committee.

B. Notice must be given prior to termination except in the case of illegal, dishonest or unethical conduct, in which case termination may be immediate. Such notice shall be two weeks for administrative and UPPS personnel and one month for program staff. Pay in lieu of these intervals may be given.

C. Reasons for dismissal include, but are not limited to:

1. unsatisfactory performance,
2. insubordination in the line of assigned duties,
3. neglect in the use and care of University Presbyterian Church property and/or funds,
4. repeated unexcused absence and/or repeated absences or tardiness,
5. illegal, dishonest or unethical conduct or
6. repeated failure or refusal to observe University Presbyterian Church policies.

D. Termination of an employee is the action of last resort when measures to improve performance (cf. Section X) have been ineffective or when the employee's conduct is such as to preclude continued employment.

XII. BENEFITS

A. All eligible program and administrative staff (those working 26 hours or more per week) are enrolled in the Pension Plan of the Presbyterian Church (USA) for which the church pays full dues. Participation begins on the date of hire.

B. Employees shall be paid twice monthly, on the fifteenth (15th) and the last working day of each calendar month, for work performed in the previous two-week period. UPPS staff shall be paid monthly on the last weekday of each calendar month.

C. Program and administrative staff who work 26 hours or more per week, and program staff, are enrolled in the Major Medical Health Insurance Plan as provided by the Board of Pensions of the Presbyterian Church (USA). The Major Medical Health Insurance Plan is employer-paid. Participation begins on the date of hire. Enrollment in optional employee-paid dental, supplemental health and 403-b plans is available by application through the Office Manager or designated staff during open enrollment periods defined by the Presbyterian Church U.S.A. Board of Pensions. Administrative staff receive annual leave as prescribed in Section IIA, and sick leave as prescribed in Section IIB.

D. All employees are covered by Worker's Compensation Insurance to provide benefits in case of accident or injury while on-the-job.

E. The Church Cafeteria Plan, which provides pretax benefits, includes a medical reimbursement plan and a dependent care reimbursement plan, and is available to staff who are eligible to be in the medical plan and make the appropriate elections. Information about these plans is included in yearly plan documentation. The Financial Administrator shall distribute an election form once a year in November to all staff.

XIII. INTERNET AND E-MAIL ACCESS

A. Employees will be provided with an internal and Internet e-mail account for use in the normal course of church related activities, as required. The Internet e-mail account may also be used for personal electronic correspondence, provided that it does not interfere with an employee's normal duties.

B. University Presbyterian Church will provide access to the World Wide Web (WWW) for all Pastoral and office administrative staff and the Preschool Director. Internet access is a privilege that may be used in the normal course of church related activities. Inappropriate use of this resource will not be tolerated. Intentional use of the Internet to visit WWW sites that are not appropriate will be cause for suspension of this privilege and/or other disciplinary action.

XIV. SABBATICAL POLICY

A. The purpose of the sabbatical is to permit the full-time program staff periodically to have the opportunity for extended study, renewal and professional growth beyond that which is afforded by annual study leave and vacation. Program staff are eligible for a three-month sabbatical after every five years of service to UPC. Such sabbatical time normally occurs during the May-August period and replaces any study leave for that year. Salary and all other benefits remain unchanged.

B. The application and review process begins when the program staff member submits a written request to the Session through the Personnel Committee, which may assist in its preparation. The submission occurs before February of the year for which the sabbatical is requested. The request outlines the plans for study, renewal and professional growth. It also indicates how the time away will help in his/her continuing service to UPC. It includes a detailed request for travel and tuition funding if needed. Finally, it includes a proposal for staffing to meet the ongoing needs of UPC without undue burden on the remaining staff, as well as the estimated financial implications of such plans. Once approved by the Session, the sabbatical is scheduled.

C. On return from the sabbatical, the program staff member prepares a written report of the experience for the Session.