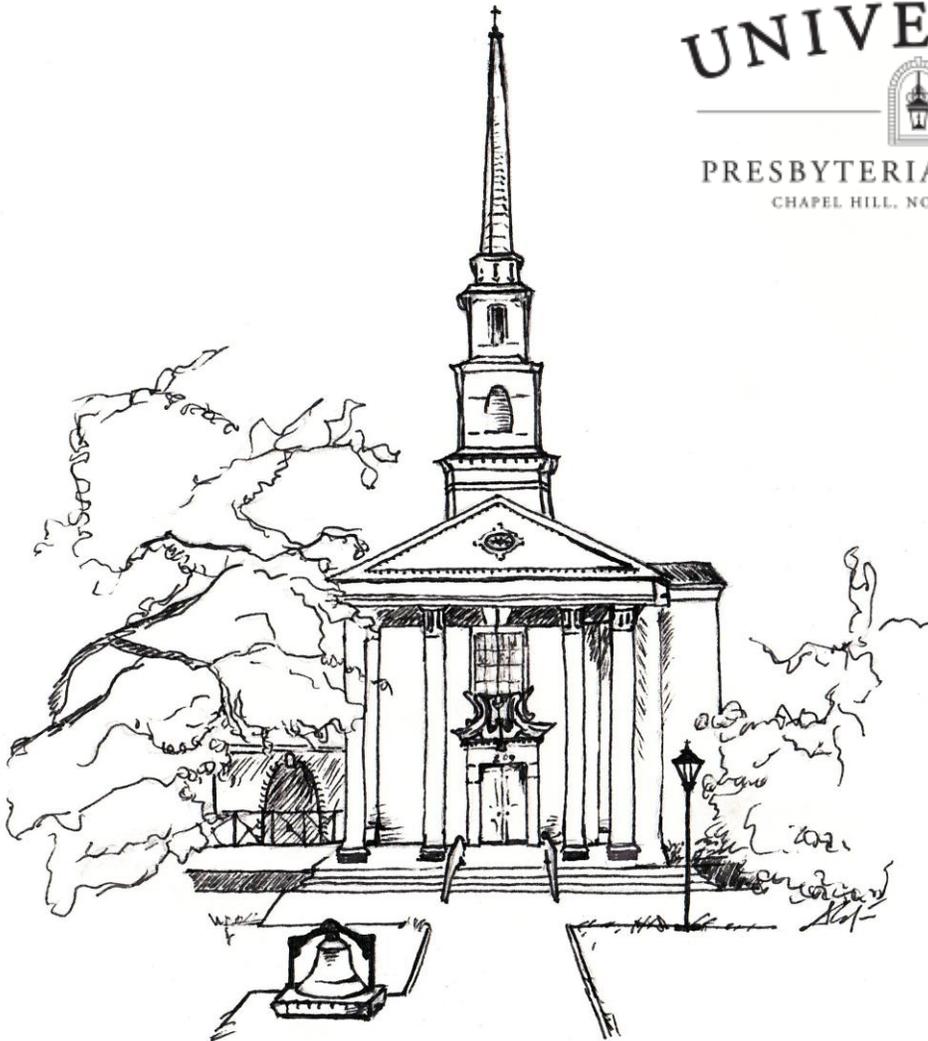


UNIVERSITY



PRESBYTERIAN CHURCH
CHAPEL HILL, NORTH CAROLINA



PERSONNEL MANUAL

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University Presbyterian Church Personnel Manual

Revised by the Session on the 14th day of June 2020

This revision supersedes previous editions of the Personnel Manual

University Presbyterian Church has developed this Personnel Manual to help you understand how we all work together. We hope it will answer questions you may have regarding our personnel policies and procedures. Changes and additions will be made to this manual, as the Personnel Committee deems appropriate. We will keep you informed of any changes in policies or procedures.

As you read through this manual, please remember it is designed to assist all employees to work in a cooperative manner. The material contained in this manual is considered proprietary and confidential and may not be duplicated or shared with any outside party without the written approval of University Presbyterian Church.

Please read through these policies carefully and retain this Manual for future reference. The policies are subject to change at the sole discretion of University Presbyterian Church. It is our intent that the policies in this manual provide guidelines while you are employed by the church.

General Statement of Responsibilities of the Church and its Employees

University Presbyterian Church is dedicated to ensuring 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.

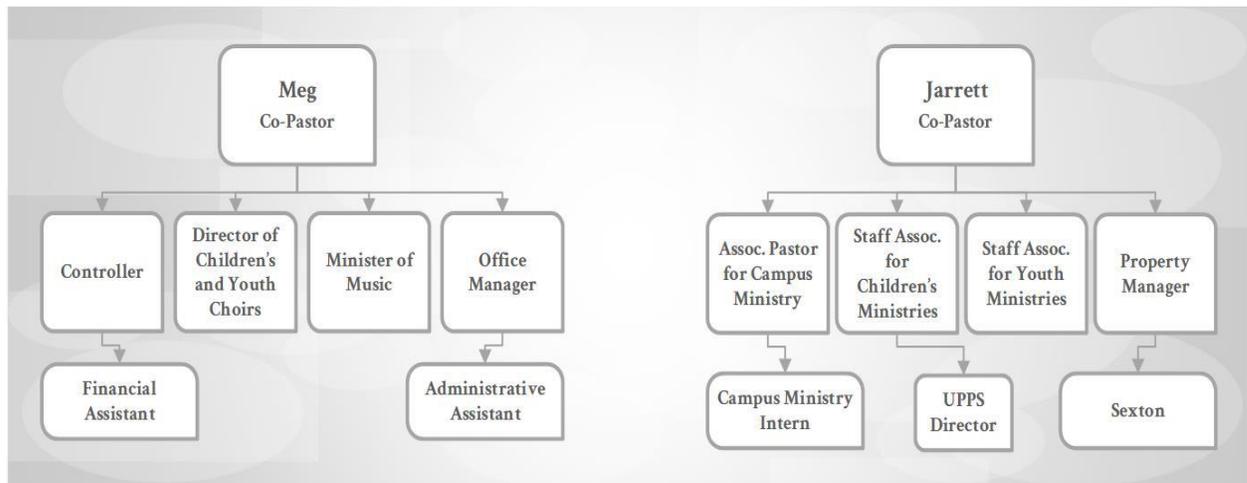
University Presbyterian Church is an equal opportunity employer.

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I. ORGANIZATION

- A. All employees of the Church work under the direction of the Co-Pastors, who may delegate specific administrative and supervisory responsibilities. The Co-Pastors are 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 the 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.
- H. Employment is with the mutual consent of the employee and the Church. Consequently, both employees and the Church have the right to terminate the employment relationship at any time for any reason or no reason, with or without intervening steps. The employment “at will” relationship may not be modified by an oral or implied agreement including contracts or letters of employment unless such documents state specifically that the Session has authorized an exception to this section.

II. 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 will schedule lunch on a staggered basis between 11:30 a.m. and 2:00 p.m. With permission of the Co-Pastors, 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. If circumstances require an administrative employee to perform office work at another location, the employee must inform the Co-Pastors or designee. Such action is to be the exception rather than the rule. Program staff may find their job requires them to work outside the church building and outside office hours. A manner of professionalism is expected of every employee as each staff member seeks to execute their essential functions and job expectations.
- 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 Co-Pastors or designee.
- D. Part time administrative staff is defined as those who are employed less than 35 hours per week. If they are not casual 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 and military leave 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; Paid Time Off (PTO) in proportion to hours worked each week; the different categories of leave (in Section III of this manual); 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 casual employees but are employed less than 26 hours a week are eligible for salary increases, Worker's Compensation and Social Security participation.
- F. Casual employees are those employed for a short time, usually less than one month. They do not accrue PTO during their casual employment. They are not eligible for pension or medical benefits. If a casual employee joins the regular staff, his/her casual employment is not considered in computing PTO 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 timesheet 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.

III. LEAVE POLICY

A. Paid Time Off (PTO)

1. All employees are to submit requests for leave to their immediate supervisor.
2. PTO is considered time off for rest and recreation, for the illness or injury of the employee or their family members, or for personal use. No compensation shall be paid in lieu of unused PTO. PTO may be taken after it has accrued. In certain circumstances, PTO advances may be granted with the permission of the Co-Pastors.
3. All full-time administrative staff shall accrue Paid Time Off (PTO), per pay period, at an annual rate of 20 days for the first 5 years of employment. Following the completion of 5 years of continuous full-time employment, employees will accrue PTO according to the chart below.

Years of Employment	Annual Rate of PTO Accrual
0-5	20 days per year
>5-10	25 days per year
>10 years	30 days per year

4. Full-time administrative employees may carry forward up to two work weeks of PTO as of January 1st of each year. Unused carry forward PTO above 10 days will be deleted from the employee's PTO balance.
5. Part-time administrative staff working at least 26 hours per week will accrue PTO 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 PTO.
6. Ordained staff PTO is specified in the individual terms of call, approved by the congregation.
7. Non-ordained program staff PTO is specified in the individual contracts, which may be updated when necessary by motion and approval of Session.
8. UPPS staff leave is specified in individual offer letters, approved by the Preschool Board.
9. When an employee is terminated or when separation occurs, any accrued PTO will be paid based on the employee's stated salary at the time of the end of employment. It will be paid through the month of the employee's termination or separation. If an employee has taken PTO in excess of the amount that has been accrued up to the month of termination or separation, the excess amount will be deducted from the employee's final paycheck, based on the employee's stated salary at the time of termination or separation.

B. HOLIDAYS

1. The following holidays will be observed by all 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

2. 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.

C. INCLEMENT WEATHER

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

D. DEATH IN THE FAMILY

1. An employee may be given up to four [4] 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 an employee's PTO balance.

E. PERSONAL LEAVE

1. If an employee has exhausted their accrued PTO, they may be granted Personal Leave upon recommendation of their supervisor and approval by the Personnel Committee. Personal Leave allows any eligible employee to take up to thirty [30] consecutive days of unpaid leave during a consecutive twelve [12] month period.
2. When an employee returns to work from personal leave within the allowed time, the employee will be reinstated in the same position held before the leave or will be placed in an equivalent position with equivalent pay and benefits and other conditions of employment.

3. Except as otherwise required by law, if an employee does not return to work by the expiration of the personal leave, the employee will be considered terminated from employment. In that event, the employee may reapply for employment subject to UPC's normal hiring process.
4. Benefit coverage, except PTO accrual, will continue during the personal leave period. The benefits cost will be carried by University Presbyterian Church. PTO will not accrue during Personal Leave.

F. PARENTAL LEAVE

1. Employees working at least 26 hours per week 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 twelve [12] consecutive weeks. The first eight [8] weeks of parental leave will be at full pay, and the following four [4] weeks will be at 50% pay.
4. Benefit coverage, except PTO 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 twelve [12] 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.

G. JURY DUTY

1. 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.

H. MILITARY LEAVE

1. Employees who are members of the National Guard or a reserve unit of the U.S. uniformed services will be granted a paid two (2) week military leave per year for required active duty.
2. UPC complies with all federal and state legal requirements with respect to the entitlements and rights of employees requesting military leave. Employees should contact his or her immediate supervisor should questions arise.
3. Employees will continue to accrue PTO during a military leave.

I. SPECIAL PROVISIONS—PANDEMIC

1. While seasonal illnesses may be a fact of our modern lives and affect working populations annually, pandemics are considered to occur much less frequently but may potentially impact a more global population quite adversely. Non-pharmaceutical interventions, particularly 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.
2. The following policy will apply to all Administrative and Program Staff of UPC continuously from the time that a pandemic 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.
3. There will be neither penalty nor any assessment against PTO when staff members are out of work for any of the following reasons:
4. Staying home because of undiagnosed incipient illness or developed or suspected illness.
5. Staying home because of a family member with suspected pandemic illness whether electing to do so or directed to do so by a supervisor.
6. Staying home due to child care problems related to closure of the public schools and/or day care programs.
7. Staying home due to any general or specific quarantine.
8. Authority is vested in the supervisor of any member of the Administrative Staff, with the concurrence of the Co-Pastor(s), to direct people to stay home, work from home, work staggered shifts, and to avoid person-to-person contact at work.
9. If furloughs are deemed necessary, timelines and parameters will be determined and communicated to staff by the Personnel Committee.

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 Co-Pastors 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 employee's supervisor, 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 employee's supervisor shall approve acceptance of such responsibilities.



VI. PROBATIONARY EMPLOYMENT

- A. The first three months of employment of administrative and UPPS staff 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 PTO; the employee is also enrolled in the pension plan of the Presbyterian Church (USA).
- 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 to examine their essential functions and core competencies.
- B. Each administrative supervisor shall complete a performance evaluation annually for the person(s) under his/her supervision. Written evaluations from the administrative supervisor will be shared with the Co-Pastors prior to the evaluation of each staff member.
- C. Each staff member shall meet with their supervisor and one member of the Personnel Committee (selected by the staff member) to conduct an in-person annual review.
- D. Copies of the written evaluations will be given to the employee and will be placed in the employee's personnel folder.

VIII. 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 Co- Pastor Supervisor, who will bring the recommendation to the Personnel Committee, which has authority to terminate the employee.

IX. TERMINATION

- A. Dismissal for cause shall take place by written notice from the Co-Pastor Supervisor 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 for cause 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,
 - 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 (See Section VII and Section VIII) have been ineffective or when the employee's conduct is such as to preclude continued employment.

X. GRIEVANCE PROCEDURE

- A. Grievances shall be submitted in writing by the employees to their supervisor and/or Co- Pastor Supervisor. 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. Final decisions shall be made by the Session.



XI. WORKPLACE HARASSMENT

- A. Workplace harassment is unsolicited and unwelcomed speech or conduct based on race, religion, color, national origin, ethnicity, sex, pregnancy, gender identity or expression, sexual orientation, age, political affiliation, National Guard or veteran status, genetic information or disability where:
 - 1. Enduring the offensive conduct becomes a condition of continued employment, or
 - 2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile or abusive.
- B. Workplace harassment will not be tolerated in the Church from employees or from non-employee work contact. Any form of workplace harassment is unacceptable behavior within the workplace 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 workplace harassment should use the grievance procedure outlined in Section X 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.

XII. BENEFITS

- A. 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.
 - 1. Payroll deductions shall be discussed with the financial controller. Federal and state income withholding taxes and Social Security taxes are three such deductions. If you participate in UPC's cafeteria style benefits or a FSA (at the employee's expense)--payments for such participation will also be deducted from your paycheck upon your authorization.
 - 2. UPC does not wish to be involved in the personal financial affairs of employees. However, by law we are required to honor certain legal garnishments and levies, withhold required monies, and submit them to the appropriate party.
- B. All eligible program and administrative staff (those working 26 hours or more per week) are enrolled in the Major Medical Health Insurance and Pension Plan of the Presbyterian Church (USA) for which the church pays full dues. Participation begins on the date of hire.

- C. 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.
- D. All employees are covered by Worker's Compensation Insurance as prescribed by North Carolina State law in order to provide benefits in case of accident or injury while performing work for University Presbyterian Church.
- E. The Church Cafeteria Plan, which provides pre-tax benefits, includes a medical reimbursement plan and a dependent care reimbursement plan, and is available to all staff who are eligible to be in the medical plan and who make the appropriate elections. Information about these plans is included in yearly plan documentation The Controller shall distribute enrollment information to all staff annually.
- F. All employees working at least 26 hours per week are eligible for a 50% discount on UPPS tuition for each child in their household. The cost will be carried by University Presbyterian Church.

XIII. INTERNET AND E-MAIL ACCESS

- A. Employees will be provided Internet access and an email account for use in the normal course of church related activities, as required. The email account may also be used for personal electronic correspondence, provided that it does not interfere with an employee's normal duties. Intentional use of the Internet that is 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 PTO. 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. A stipend to defray costs associated with a sabbatical may be granted at the discretion of the Session.

- C. The application 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.
- D. On return from the sabbatical, the program staff member prepares a written report of the experience for the Session, Personnel Committee and congregation as a whole.

XV. WORKPLACE ENVIRONMENT

- A. University Presbyterian Church is a tobacco-free campus.
- B. No weapons of any type are allowed on Church property.
- C. University Presbyterian Church is an Earth Care congregation and all employees are encouraged to practice recycling and composting in the office.

