

PERSONNEL MANUAL

WESTMINSTER PRESBYTERIAN CHURCH

This manual was established by the Personnel Committee and approved by Session. The Personnel Committee has primary responsibility and authority for implementation.

All employees of Westminster Presbyterian Church, Waynesboro, Virginia fall under the purview of the Personnel Ministry.

It is the policy of WPC to provide equal employment opportunity for all qualified persons and to prohibit discrimination based on race, sex, age or disability.

STAFFING POSITIONS

The PC is responsible for maintaining competent staff to support the work of the Pastor, Christian Educator and Music Director. The Session is responsible for filling the Christian Educator and Music Director positions. The Pastor is called by the congregation and elected according to the procedures of the Book of Order of the PCUSA. The Pastor is the Head of Staff and responsible for the day to day supervision of church employees.

JOB DESCRIPTIONS

The Personnel Ministry shall maintain job descriptions for all authorized positions. Each new employee shall be provided with a copy of the description for their position as well as this Manual.

HIRING

With the exception of the Pastor, all applicants must complete an application or provide a resume. The Personnel Ministry and the Pastor shall cooperate closely in securing and interviewing candidates when filling vacant positions. Prior to starting work a new employee will complete required Federal and State forms. These shall be filed in the church office. All staff members will be required to have a criminal record check (including sexual offender check). Both must be satisfactory as it relates to the staff member's specific duties.

PERFORMANCE APPRAISALS

The Personnel Ministry and Pastor shall maintain good communication concerning performance of all employees. The Pastor shall communicate with employees throughout the year concerning their performance and provides appropriate feedback to the Personnel Ministry. The Pastor may seek assistance from the Personnel Ministry as needed.

Annually during the 4th quarter of the year the Pastor, in cooperation with the PC shall prepare and formally discuss a performance appraisal with each employee. The DCE

and Director of Music have a direct relationship with a ministry of session. The Pastor shall seek input from their respective ministries prior to preparing their performance evaluations. The employee will be given the opportunity to record their own comments concerning the work or the appraisals. Copies of the appraisal and employee comments will be filed in the employee's personnel file.

GRIEVANCE PROCEDURE

Employee grievances should be first discussed with the Pastor. If the matter is not settled satisfactorily final appeal shall be presented to the Personnel Ministry for resolution.

TERMINATION OF EMPLOYMENT

Two weeks' notice shall be provided to employees who are terminated due to a reduction in force, elimination of a position or failure to meet the requirements of the position.

Employees who resign should submit a letter of resignation (may be in electronic form) to the Pastor and Personnel Ministry.

WPC is an employment at will employer; as such an employee may be discharged without cause. However, it is the intent of WPC to try and seek alternative solutions prior to deciding upon discharge. Exit interviews will be offered to employees who are leaving employment. The Personnel Ministry will have the responsibility of conducting the exit interview.

Presbytery action is required for the dismissal of the Pastor and Session action is required for the dismissal of the Christian Educator. All other employees may be dismissed by the Pastor and Personnel Ministry. In all cases of dismissal the employee shall be informed of the reasons by the Pastor and Personnel Ministry. Action for the dismissal of the DCE should pass through the Personnel Ministry to the Session.

COMPENSATION

Pay checks are issued twice per month on the 15th and last days. Should these days fall on a holiday or weekend checks will be issued on the last preceding business day. Annually, on a budget schedule determined by the Finance Committee, the Personnel Ministry shall submit a salary/benefit budget proposal for each member of the staff to the Finance Committee. This proposal shall be kept in strict confidence by both committees until the salary budget has been approved by Session. Once the budget has been approved, the Pastor and Personnel Ministry may notify each employee of their salary.

INSURANCE & RETIREMENT

Insurance and pension benefits for the Pastor are provided through the Board of

Pensions (BOP) of the Presbyterian Church at a rate determined by the BOP and Session. All other fulltime employees will have the option to participate in health and retirement benefits through either the BOP or through independent plans. Session will determine the amount of subsidy for health insurance and retirement benefits. All employees are eligible to participate in the Retirement Savings Plan through the Board of Pensions.

All employees are covered by the federal Social Security Act. WPC pays the employer portion and withholds the employee portion from the employee's paycheck as required by law. Employees are also covered by Workmen's Compensation laws of Virginia and will be paid for injuries arising out of and in the course of the performance of their job duties to the extent provided under these laws.

WORKING HOURS

Working hours shall be established by the PC and enforced by the Pastor in his role as Chief of Staff. Paid overtime must be approved in advance by the Pastor.

Church office hours are determined by Session. The Pastor, Director of Christian Educator, Music Director and Administrative Assistant shall publish their normal office hours both in the bulletin and church website so members of the congregation will know when staff is available. It is acknowledged that the nature of the work of the church involves hours and activities not always confined to stated office hours. At the Pastor's discretion the office may be temporarily closed or other functions suspended due to extreme weather or other unusual conditions. In these cases, regularly scheduled employees shall be paid for the time as if worked

VACATION & STUDY WEEKS

Paid vacations are provided for all employees who work a 12-month schedule. Time off for the Pastor is determined by the call approved by the congregation and Presbytery. Vacations for all other staff are as follows:

POSITION	VACATION WEEKS*	STUDY WEEKS
Director of Christian Education	3 (4 weeks after 3 years)	1
Director of Music	3 (4 weeks after 3 years)	1
Administrative Assistant	2 (3 wks after 3 yrs, 4 wks after 6 yrs)	
Sexton	2 (3 weeks after 3 years)	

Employees must work at least 20 hours per week (1040 hours/year) to be eligible for vacation benefits.

**A week of vacation means a customary work week for that employee. For example, it would be 24 hours for someone who customarily works 3 8-hour days.*

All vacations shall be scheduled with the prior approval of the Pastor. To avoid confusion the employee will submit the request via email to the Pastor noting the specific dates. The Pastor will respond via email confirming or denying the request. Vacation is tracked by the anniversary date of the employee.

Vacation days will normally be scheduled within the eligible service year. The amount of vacation that may be carried over from one year to the next is ½ the number of days earned in that year. Pay shall not be made in lieu of any unused vacation. Upon termination the number of vacation days compensated for as severance will be prorated according to the number of months worked since the last anniversary date. There will not be any compensation for “carry-over” vacation time. New employees are eligible for vacation after 90-days of employment.

HOLIDAYS

Paid holidays are provided to employees for the following days:

New Year's Day	1/1/2016
Easter Monday	3/28/2016
Memorial Day	5/30/2016
July 4 th	7/4/2016
Labor Day	9/5/2016
Thanksgiving and the day after	11/24 & 25/2016
Christmas and the day after	12/26 & 27/2016

FT employees receive pay for all of these days and PT staff will receive their regular number of hours when a holiday falls on their regular day to work.

Holidays occurring on weekends shall be observed either the day before or the day after in accordance with the schedule set by the Personnel Ministry

ABSENCES

All employees who work 20 hours or more per week are eligible for paid absences for compelling personal reasons such as personal illness, death in immediate family (typically defined as spouse, child, parent, sibling, grandchild, grandparent) or urgent personal business (jury duty, family illness, closing on a home, etc.). These days are provided for urgent use only and are not to be considered casual “extra” vacation days.

The employee shall earn 1 day per month defined as 8 hours for FT & 4 hours for PT of service with a maximum of 30 (8-hr days for FT staff and 4-hr days for PT staff). These

days will accrue up to the maximum but shall not be compensated for in any way upon termination of employment. A doctor's note may be requested for absences for illness lasting over 3 days.

Time off for a death in the immediate family (typically defined as spouse, child, parent, sibling, grandchild, grandparent) shall be 3 days (defined as 8 hours for FT and 4 hours each day for PT)

Maternity Leave, Paternity Leave, other illness of self, spouse or child are acceptable uses for the leave time provided under this policy.

Unpaid leaves are not encouraged. For sufficient reason, the Pastor, in consultation with the Personnel Ministry Chair may grant up to 1 week to an employee. Unpaid absences of a longer duration must be approved by session

Employees must work at least 20 hours per week (1040 hours/year) to be eligible for paid absences.

EMPLOYEE CONDUCT:

To ensure orderly and faithful operations and provide the best possible work environment, WPC expects employees to conduct themselves in a manner appropriate to protect the mission, interests and safety of all employees and the church. Situations do arise that require remediation. Depending on the violation, these general steps of disciplinary action can result and reflect the maximum number of warnings:

- a. Step 1: Initial warning with documentation of discussion for employee file
- b. Step 2: Formal documented warning (may include suspension)
- c. Step 3: Termination

WPC reserves the right to bypass any or all of these steps if misconduct warrants the departure.

It is not possible to list all the forms of behavior that are considered unacceptable. The following are examples of infractions that may result in disciplinary action, up to and including termination of employment:

1. Reporting to work or working under the influence of drugs or alcohol.
2. Insubordination.
3. Theft.
4. Improper or illegal use of, possession of, or distribution of, harmful drugs, including alcohol and narcotics.
5. Falsification of employment application forms or other company records including altering or falsifying one's own or someone else's time record.

6. Purposefully destroying WPC property.
7. Verbal or physical or inconsiderate treatment (includes Harassment) of members, staff, contractors or visitors
8. Sleeping on duty or gambling on WPC premises.
9. Absent for three successive scheduled working days without notification or failure to return from authorized leave of absence within three days.
10. Failure to comply with verbal or written instructions, policies or procedures.
11. Unauthorized possession of firearms or other weapons on WPC premises.
12. Harassment.
13. Fighting and other serious misconduct.
14. Excessive Absenteeism.

The Pastor is responsible for assuring that a thorough investigation is done on incidences that may require disciplinary action. Terminations or written warnings that include suspensions must be approved by the Personnel Ministry and appropriate operational ministry (if applicable). The issue and recommended action may be taken to session prior to implementation.

This policy, does not affect the "at-will" employment status of each employee. Exceptions or acceleration of these steps are at the discretion of WPC.