

**NORTH COMO PRESBYTERIAN CHURCH
PERSONNEL POLICY**

TABLE OF CONTENTS

| | |
|------------------------------------------------------------------------------------------------|------------------|
| SECTION I - RELATIONSHIP OF THIS POLICY TO EXISTING POLICY AND/OR PRESENT EMPLOYEES | Pg 3 |
| A. EFFECT OF THIS POLICY MANUAL ON PRESENT POLICY AND EMPLOYEES | |
| SECTION II - CATEGORIES OF EMPLOYEES | Pgs 4-5 |
| A. PURPOSE | |
| B. CALLED STAFF | |
| C. REGULAR EMPLOYEES | |
| D. TEMPORARY EMPLOYEES | |
| E. NON-EMPLOYEE: INDEPENDENT CONTRACTORS | |
| F. PROJECT/PROGRAM EMPLOYEES | |
| G. CHURCH MEMBERS AS EMPLOYEES | |
| SECTION III - ADMINISTRATIVE ORGANIZATION OF THE CHURCH | Pg 6 |
| A. PURPOSE | |
| B. HEAD OF STAFF | |
| C. STAFF ACCOUNTABILITY AND WORKING RELATIONSHIPS | |
| SECTION IV – THE PERSONNEL COMMITTEE | Pg 7-12 |
| A. PURPOSE | |
| B. COMPOSITION OF THE PERSONNEL COMMITTEE | |
| C. GENERAL RESPONSIBILITY OF THE COMMITTEE | |
| D. SPECIFIC AUTHORITY | |
| E. PERFORMANCE IMPROVEMENT PLAN | |
| F. HARASSMENT | |
| G. COMMITTEE ACTIONS AND RECORD | |
| SECTION V - SCREENING AND EMPLOYMENT PROCEDURE | Pg 13-15 |
| A. PURPOSE | |
| B. STATEMENT OF EQUAL OPPORTUNITY IN EMPLOYMENT | |
| C. RESPONSIBILITY OF THE PERSONNEL COMMITTEE | |
| D. PROCEDURE | |
| E. SPECIAL REQUIREMENTS FOR POSITIONS | |
| F. POST EMPLOYMENT PROCEDURE | |
| SECTION VI - LONG TERM DISABILITY | Pg 15 |
| A. PURPOSE | |
| B. CALLED STAFF | |
| C. LONG TERM DISABILITY BENEFIT | |
| SECTION VII - SEPARATION PROCEDURE | Pgs 16-18 |
| A. PURPOSE | |
| B. DEFINITIONS | |
| C. RESPONSIBILITY OF PERSONNEL COMMITTEE | |
| D. PROCEDURE FOR RESIGNATIONS | |
| E. PROCEDURE FOR DISCHARGE | |
| SECTION VIII - PAYROLL POLICY | Pg 18 |
| A. PURPOSE | |
| B. PAYROLL DATES | |
| C. SPECIAL PAY | |

| | |
|--------------------------------------------------------------------------------------------|------------------|
| SECTION IX - ACCOUNTABLE EXPENSE REIMBURSEMENT | Pg 19 |
| A. PURPOSE | |
| B. PROCESS | |
| SECTION X -VACATION POLICY | Pgs 20-21 |
| A. PURPOSE | |
| B. CALLED STAFF/CONTRACTED CLERGY | |
| C. REGULAR AND TEMPORARY EMPLOYEES | |
| D. VACATION ACCUMULATION | |
| E. VACATION PAY AT TERMINATION OF EMPLOYMENT | |
| SECTION XI – PERSONAL AND SICK LEAVE | Pg 22 |
| A. PURPOSE | |
| B. SICK LEAVE CREDIT AND ACCUMULATION | |
| C. PERSONAL LEAVE | |
| D. VESTING | |
| SECTION XII – HOLIDAY POLICY | Pg 23 |
| A. PURPOSE | |
| B. ALL CHURCH HOLIDAYS | |
| SECTION XIII – CONTINUING EDUCATION/STUDY LEAVE POLICY | |
| A. PURPOSE | Pgs 24-25 |
| B. CALLED STAFF/CONTRACTED CLERGY | |
| C. REGULAR AND PRESCHOOL EMPLOYEES | |
| D. VESTING/CALLED AND NON-CALLED STAFF | |
| SECTION XIV – MEDICAL BENEFITS | Pg 26 |
| A. PURPOSE | |
| B. ELIGIBILITY | |
| C. DISBURSEMENT | |
| D. LIMITATIONS | |
| SECTION XV – GRIEVANCE PROCEDURE | Pg 27-28 |
| A. PURPOSE | |
| B. RESPONSIBILITY OF THE PERSONNEL COMMITTEE | |
| C. PROCEDURE | |
| D. RIGHTS OF APPEAL | |
| SECTION XVI – PARENTING LEAVE | Pg 29-30 |
| A. PURPOSE | |
| B. REQUIRED NOTICE | |
| C. LEAVE COMMENCEMENT AND TERMINATION | |
| D. COMPENSATION | |
| E. FRINGE AND HEALTH BENEFITS | |
| SECTION XVII – PROVIDING REFERENCES FOR EMPLOYEES | Pg 31 |
| A. PURPOSE | |
| B. ROLE OF SESSION, PERSONNEL COMMITTEE, AND THE CLERK OF SESSION REGAARDING REFERENCES | |
| C. ROLE OF INDIVIDUAL CHURCH MEMBERS OR PASTORS REGARDING REFERENCES | |
| SECTION XVIII – COMPENSATORY TIME | Pg 32 |
| A. PURPOSE | |
| B. PROCEDURE | |

**NORTH COMO PRESBYTERIAN CHURCH
PERSONNEL POLICY**

**SECTION I RELATIONSHIP OF THIS POLICY TO EXISTING POLICY
AND/OR PRESENT EMPLOYEES**

**A. EFFECT OF THIS POLICY MANUAL ON PRESENT POLICY AND
EMPLOYEES**

1. As sections of this Personnel Policy are approved by Session, the provisions of this policy supersede existing terms of employment and practices defined in job description, memoranda or verbal agreements except as specified below.
2. Where terms of call for called staff conflict with this policy, the terms of call govern.
3. Where employment agreements for staff conflict with this policy the agreement shall govern.
4. Where terms/policies of the Preschool Staff Handbook conflict with this policy, the Preschool Staff Handbook governs.
5. The Church Administrator shall maintain the official Personnel Policy approved by Session.
6. A copy of the approved Personnel Policy will be available in the Atrium or office for review by the congregation and updated as required.

Adopted by Session 6/28/78
Revised 5/18/82
Revised 5/15/84
Revised 11/21/89
Revised 11/12/97
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**NORTH COMO PRESBYTERIAN CHURCH
PERSONNEL POLICY**

SECTION II CATEGORIES OF EMPLOYEES

A. PURPOSE

1. To define the various classifications of staff and employees of North Como Presbyterian Church, including the Preschool employees.
2. To permit application of policy/benefits according to those classifications.

B. CALLED STAFF

1. Called staff members are those persons ordained as Ministers of the Word and Sacrament and called to serve the church in accordance with the Book of Order (G-14.0500).
2. When terms of a minister's call conflict with the policies contained in this Personnel Policy Manual, the terms of call will govern. In all matters not specified in the terms of call, the provisions of this manual applying to regular salaried employees will apply to called staff.

C. REGULAR EMPLOYEES

1. Regular employees are those employed for positions with regularly defined responsibilities. While terms of their employment of service may be reviewed occasionally, the length of such service is presumed to be indefinite subject to continued approval of the position by Session or the congregation, unless otherwise stipulated under the employment agreement.
2. Regular Permanent employees may be classified as:
 - a. Full-Time Salaried - Persons employed to work at least 35 hours per week. Compensation is set based upon the expected completion of the job responsibilities. Work may be performed at other than regular office hours. Full-time salaried employees are exempted from reporting time for payroll purposes.
 - b. Substantive Part-Time Salaried - - Persons employed to work fewer than 35 hours per week. Compensation is set based upon the expected completion of the job responsibilities. Work may be performed at other than regular office hours. Part-time salaried persons are exempted from reporting time for payroll purposes.
 - c. Full-Time Hourly - - Persons employed to work at least 35 hours per week, whose pay is based on actual time worked. Full-time hourly employees are required to report time worked to their supervisor and obtain approval for payroll purposes.
 - d. Substantive Part-Time Hourly - - Persons employed to work fewer than 35 hours per week, whose pay is based on actual time worked. Part-time hourly employees are required to report time worked to their supervisor and obtain approval for payroll purposes.

SECTION II CATEGORIES OF EMPLOYEES

C. REGULAR EMPLOYEES (continued)

e. Contracted Employees

1. Persons, either full-time or part-time, salaried or hourly; employed under a binding employment agreement. Contracted employees are hired for work requiring special skills, licenses, or training required to perform said work.
2. Such employment will be defined in a written agreement between the person and the church, defining the work to be performed, the special training or licenses required, special conditions, hours of work, pay scale, and benefits.
3. Agreements may not materially disagree with this Personnel Policy unless approved by Session.

D. TEMPORARY EMPLOYEES

1. Temporary employees are those hired for a specific task or period of time. Such employment is normally to augment or replace regular staff persons on a short term basis.
2. Temporary employees are to be engaged with a written employment agreement defining terms of employment, hours of work and/or length of service.

E. NON-EMPLOYEE: INDEPENDENT CONTRACTORS

1. Contracted services are performed by self-employed individuals or companies with whom the church enters into a contract for specific services.
2. Such employment will be defined in a written agreement between the person or company and church, defining service to be performed and special conditions.
3. Contract services personnel are exempt from withholding tax and social security withholding.

F. PROJECT/PROGRAM EMPLOYEE

A church employee hired for a defined period of time, for a specific task. Examples of this type of employee - Wednesday Program Cook, Musician. Prior to the hiring of a project/program employee, Personnel Committee will define the time, responsibilities and reportability of the position through an employment agreement.

G. CHURCH MEMBERS AS EMPLOYEES

The church, on a full and part time basis, will not employ church members. The goal is to eliminate conflicts of interest or dual relationships between called/hired staff and church members. Timing of change should be as church members retire or terminate their employment.

Adopted by Session 6/28/78
Revised 11/21/89
Revised 12/30/97
Revised 9/19/2000
Revised 02/19/2002
Revised 9/22/2003

NORTH COMO PRESBYTERIAN CHURCH PERSONNEL POLICY

SECTION III - ADMINISTRATIVE ORGANIZATION OF THE CHURCH

A. PURPOSE

1. This policy is intended to define, for administrative purposes, the accountability and lines of authority among employees of the church. Each year a staff organizational chart will be developed by Personnel Committee and approved by Session to be included in their minutes.
2. It is not intended that this policy define the structure of Session or its ministries and committees. It defines only the relationship of staff members to each other, and to certain ministries or committees to which Session has assigned responsibility for activities involving staff members.

B. HEAD OF STAFF

1. The Head of Staff is also designated as Moderator of Session.
2. All directives touching upon the conduct or duties of staff members shall be prepared in consultation with the Head of Staff.
3. The Head of Staff may be assisted in supervising certain staff members by committees, ministries of the Session or staff subordinates which have responsibility for areas of endeavor to which the staff member is assigned.

C. STAFF ACCOUNTABILITY AND WORKING RELATIONSHIPS

1. The Personnel Committee may designate to the Pastor personnel supervisory duties. All called, professional, support and contracted staff of the church are ultimately accountable to the Pastor designated with personnel supervisory duties, who shall function as the immediate supervisor, and to the Personnel Committee.
2. The Pastor is accountable to the Presbytery and relates to Session as Moderator.
3. Other committees or ministries of the Session may have working relationships with paid employees of the church as specified in the Personnel Policy or in currently approved position descriptions.
4. Professional staff, with program leadership responsibilities, and called staff may attend Session meetings, respond to requests of Session and various committees for information and assistance, and report on areas of leadership and responsibility.
5. When direction from program leadership staff, called staff or a committee conflicts with that from the Head of Staff, the Head of Staff's direction shall govern. All disputes over direction of staff will be referred to the Personnel Committee for action.
6. The organizational chart developed by Personnel Committee shall delineate reporting and supervisory lines of communication. Specific Position Descriptions will more fully delineate responsibilities. If a conflict occurs, the Position Description will govern.
7. Each supervisor in consultation with the Personnel Committee will develop a Position Description for all staff. This Position Description will be reviewed and approved by the Personnel Committee annually.

Adopted by Session 5/24/78
Revised 11/21/89
Revised 12/30/97
Revised 9/22/2003

**NORTH COMO PRESBYTERIAN CHURCH
PERSONNEL POLICY**

SECTION IV - THE PERSONNEL COMMITTEE

A. PURPOSE

1. This policy is intended to define the role of the Personnel Committee and its relation to Session and to members of the staff.
2. It establishes the responsibilities of the Personnel Committee and, with Session approval, delegates to the Committee certain responsibility and authority subject to review of its actions by Session.

B. COMPOSITION OF THE PERSONNEL COMMITTEE

1. The Personnel Committee is a permanent committee of Session and derives its authority and responsibility from that body.
2. The Personnel Committee shall be comprised of not less than three (3) persons who shall be members of the congregation and shall not exceed seven (7) members total.
3. At least one member shall be an Elder and current member of Session, appointed by Session to serve as Chair of the Committee.
4. Session shall approve all voting members of the committee.
5. The Pastor shall be a member of the committee, ex-officio.
6. The Committee shall have the right to seat, ex-officio, such other advisors or counsel as it may deem necessary.

C. GENERAL RESPONSIBILITY OF THE COMMITTEE

1. To assume, on behalf of Session, responsibility for the administration of personnel policy as defined in the Policy Manual and by the Book of Order [G-10.0102(m)].
2. To counsel with all members of the staff regarding their work, terms of employment and remuneration.
3. All paid employees including called and non-called staff must receive an annual performance review; this review to be performed by the Personnel Committee must include input from Session members, and appropriate committee, congregation, and staff members. Also to be performed are 6 month probationary reviews on all new employees utilizing input from others as stated for annual reviews
4. To make recommendations to Session for budget purposes regarding staffing, salaries or pay scales for all members of the church staff. Upon Session's approval of the budget, the Personnel Committee shall establish salary scales except for called staff. The Personnel Committee shall make recommendations to the congregation for its approval regarding salaries for called staff.
5. To serve, where appropriate, as advocate for the staff or any member of the staff.
6. To assist the Pastor with supervisory responsibilities and ministries or committees requiring the services of specific staff members in preparing position requirements, for inclusion in specific job descriptions, evaluating performance and counseling with the staff members.
7. To provide assistance, when requested, to any call committee established by the congregation or Session for the purpose of seeking a Pastor or other called staff.

SECTION IV – THE PERSONNEL COMMITTEE

D. SPECIFIC AUTHORITY

1. The Personnel Committee establishes procedures for seeking and employing members of the church staff except for called staff.
2. Offers of employment for regular or temporary positions on the church staff, except called staff, are made by the Personnel Committee. Employment agreements for services or employment may be reviewed by Corporation Committee before final execution.
3. The Personnel Committee may separate and/or discharge from employment all staff, except called staff, when, after counsel with the Head of Staff, it is apparent that such action is in the best interest of the church. An employee so terminated shall have right of appeal to Session.
4. The Personnel Committee approves Position Descriptions, except those for called staff.
5. The Personnel Committee maintains record of employment for all staff, including vacation accrued and taken, sick leave accrued and taken, personnel actions, including changes in salary or position, together with a current position description.
6. The Personnel Committee recommends position description for called staff to Session for approval.

E. PERFORMANCE IMPROVEMENT PLAN

Confidentiality within the Personnel Committee:

Personnel issues discussed within the committee are confidential and should be discussed with no one, including spouses of committee members.

Pastoral members of the committee are also expected to abide by the confidential nature of issues discussed with one exception. As this is their job they may discuss issues with their spouse.

When personnel issues (i.e. performance reviews) are discussed for called staff and non-called staff, not all committee members need be present. The entire committee will be apprised of issues and discussions.

Confidentiality and Information Reported to Session:

Personnel issues discussed within the Session are confidential and should be discussed with no one, including spouses of Session members. Any discussion on disciplinary and/or termination actions by the Session will be held as a Committee of the whole.

Immediate Notification: Called and Non-Called Staff:

Session will be notified immediately of specific called and non-called staff issue(s) and who specific staff member(s) involved are that could result in legal liability for the church (sexual misconduct/harassment).

Any action concerning continuing employment or dismissal for a non-called staff member will be determined by the Session with strong consideration given to recommendations from the Personnel Committee.

SECTION IV - THE PERSONNEL COMMITTEE

E. PERFORMANCE IMPORVEMENT PLAN (continued)

Any action concerning continuing employment or dismissal for a called staff member will be determined by the Session with consideration given to recommendations that may be given by the Personnel Committee in accordance with the Book of Order.

Need to Know for Non-Called Staff:

Session will be notified on a need to know basis of non-called staff issue(s) that affect job performance (i.e. substance abuse, failure to perform issues, etc.). Specific issue(s) or specific staff member(s) will be identified on a need to know basis.

Issue(s) will be addressed directly with the non-called staff member. The Session will be notified that a plan of action is in place. Full details will be shared with Session in instances that involve the possibility of legal action.. Information will be shared with the Session on a need to know basis for issue(s) that affect job performance.

A 30, 60, 90 day plan with expectations and outcomes will be developed with the non-called staff member.

Session will be informed of the satisfactory/unsatisfactory nature of the outcome and if further action is needed.

Need to Know for Called Staff:

Session will be notified of issue(s) that affect job performance (i.e. substance abuse, failure to perform issues, etc.) of called staff when The Personnel Committee has determined that recommendations in regards to job performance made to called staff by the Personnel Committee have not achieved the desired changes/results.

Any action concerning employer required practice/behavior changes for continuing employment or the need for dismissal for a called staff member will be determined by the Session with consideration given to recommendations that may be given by the Personnel Committee in accordance with the Book of Order.

Confidentiality and information reported to the congregation:

Information will be shared with the congregation on a need to know basis if Session and Personnel Committee have agreed that disciplinary and/or termination action is necessary. Any actions taken will be in accordance with the Book of Order.

North Como Preschool

All North Como Preschool personnel issues/policies will be dealt with as stated in the North Como Preschool Employee Handbook.

SECTION IV - THE PERSONNEL COMMITTEE

F. HARASSMENT

1. Purpose: We believe employees and members have a right to work in an environment free of discrimination, including all forms of sexual harassment and other forms of offensive or degrading remarks about an employee's race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, age, or any other status protected by law. We desire to provide a work environment free from discrimination or harassment, including sexual harassment. It is intended that this policy be in agreement with the Sexual Misconduct Policy of the Presbytery of the Twin Cities and use the procedures outlined in it. Sexual harassment includes unsolicited and/or unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual misconduct is not only a violation of the principals set forth in Scripture, but also of the relationships developed in the church and is not acceptable behavior for employees, co-workers, congregation members, visitors, or suppliers.

2. Definition of Sexual Harassment:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used, or is threatened to be used, as a basis for employment decisions.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or effect of creating intimidating, hostile, or offensive working environment.

3. Requirements: Sexual harassment is illegal and will not be tolerated. Employees who believe they have experienced any of the above conditions are encouraged to discuss the situation with their supervisor, Pastor, Personnel Committee Chair or a member of the Twin Cities Presbytery Sexual Misconduct Response Coordination Committee. No retaliation will be taken against any employee reporting harassment.

Volunteers, members of the congregation or others working in the church found to be in violation of this policy will be subject to legal action, up to and including removal from the church property and filing charges.

If you feel that you are being subjected to sexual harassment, immediately demand that the offender(s) stop no matter who the offender is or what position they have. If you experience or witness sexual harassment, you are required to report this to the next immediate supervisor or higher authority immediately.

Any employee found to have acted in violation of this policy shall be subject to appropriate disciplinary action, up to and including termination.

SECTION IV - THE PERSONNEL COMMITTEE

F. HARASSMENT

4. Harassment/Disruptive Behavior:

Harassment/disruptive behavior is defined as verbal, written, or other conduct, which has the purpose of substantially interfering with a person's work performance or creating a hostile, offensive or intimidating work environment. Such behaviors include, but are not limited to offensive or inappropriate comments, written materials or illustrations in the work place; physical altercations or threats in the work place; verbally abusive behavior in the work place; retaliation against an employee for filing a complaint about the above cited behavior.

Those who engage in discrimination, harassment/disruptive behavior or engage in false allegations of harassment or disruptive behavior will be subject to corrective action.

5. Categories of Employees or Volunteers:

1. Called (Ordained) Staff. When called staff have acted in violation of this policy the Chair of the Presbytery Committee on Ministry or the Stated Clerk of the Presbytery of the Twin Cities Area will be immediately notified of the behaviors of the individual. The Presbytery Sexual Misconduct Response Coordination Committee shall also be notified.
2. Professional Non-Ordained Staff. When professional staff are found to have acted in violation of this policy the Head of Staff or Personnel Committee Chair shall be notified of the behaviors of the individual.
3. Lay Volunteers or members of the congregation. When lay members or volunteers are found to have violated this policy the Pastor(s) or the Personnel Committee Chair shall be notified of the behaviors of the offending individual.
4. Employees. When employees are found to have acted in violation of this policy, the Head of Staff or the Personnel Committee Chair shall be notified of the behaviors of the individual.

In all cases the Presbytery of the Twin Cities Area Sexual Misconduct Response Coordination Committee will be notified and requested to assign members of the Committee to act as the Sexual Misconduct Response Coordinating Team and advise North Como Presbyterian Church Personnel Committee on appropriate actions in investigating and resolving the complaint.

5. Investigations: Any notification of behaviors to Personnel or the Pastor will be reported to Session under the Performance Improvement Plan contained in the Personnel Policy Manual. The Head of Staff, Personnel Committee, Session, or the Presbytery of the Twin Cities Area Sexual Misconduct Response Coordinating Committee will investigate all reported violations of this policy as appropriate and under the direction of Presbytery of the Twin Cities Area Sexual Misconduct Policy and its procedures.

SECTION IV - THE PERSONNEL COMMITTEE

F. HARASSMENT (continued)

This policy applies to all employees, lay volunteers, or members of the congregation regarding their actions and activities both at work and away from the work location when they are on church business.

G. COMMITTEE ACTIONS AND RECORD

1. The Personnel Committee shall keep full and complete minutes of its meetings and deliberations. The Chair of the Committee shall have the prerogative of editing a transcript of the minutes intended for wider distribution to preserve the confidentiality of staff interviews and committee discussion.
2. The Personnel Committee chair shall be responsible to maintain the permanent record in a safe and secure place.
3. The outgoing Personnel Chair shall pass on all permanent and pertinent records to the incoming Chair.
4. Church Personnel files shall be reviewed annually by the Chair to insure all pertinent information is included.

Adopted by Session 5/24/78

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Revised 4/20/99

Revised 9/22/2003

**NORTH COMO PRESBYTERIAN CHURCH
PERSONNEL POLICY**

SECTION V - SCREENING AND EMPLOYMENT PROCEDURE

A. PURPOSE

1. This policy is intended to define the procedure to be used in locating, screening and selecting employees of the church, other than called staff.
2. The provisions of this procedure are intended to insure that the church obtains the best qualified personnel available, commensurate with its needs, and that the selection process provides equal opportunity in offering employment by the church.

B. STATEMENT OF EQUAL OPPORTUNITY IN EMPLOYMENT

1. North Como Presbyterian Church provides equal employment opportunity and does not discriminate in selection of employees because of race, color, national origin, age, sex, or religion.
2. Notwithstanding the above, it is recognized that employees of North Como are employees of a Christian church. Avowed beliefs and behavior contradictory to the Christian faith may preclude employment by this church.

C. RESPONSIBILITY OF THE PERSONNEL COMMITTEE

1. The Personnel Committee has overall responsibility for seeking, screening and selection of church staff, except called staff.
2. The Personnel Committee shall initiate any searches or placement of advertising for the purpose of attracting applicants for positions in the church.
3. The Personnel Committee will conduct reference checks or other pre-employment investigations deemed necessary.
4. Formal offers of employment will be originated by Personnel.
5. Personnel Committee will establish a compensation package for new employees within the operating budget and in conformance with instructions for Session.

D. PROCEDURE

1. Upon determination that a vacancy exists either through termination or an employee from resigning an existing position or by creation of a new position by Session, the Personnel Committee will consult with the ministry or committee affected and the Head of Staff to insure that the position requirements are understood by those concerned and a current approved description is available.
2. Utilizing the approved Job Descriptions the Personnel Committee will work with and guide the committee affected, in the search for qualified persons. The following guidelines will be considered:
 - a. External postings/advertisements will be appropriate to individual positions as to publications used and resources contacted.

SECTION V - SCREENING AND EMPLOYMENT PROCEDURE

D. PROCEDURE

3. Applicants will be required to complete a standard form of employment application approved by the Personnel Committee. This form is attachment A to this policy.
4. Preliminary screening of applicants will be carried out by the Personnel Committee or a selected sub-committee or Head of Staff.
5. Applicants selected for further screening will be called for a personal interview to be conducted by one or more persons selected by the ministry or committee having responsibility for the position, and one or more persons selected by the Personnel Committee. The Head of Staff may attend such an interview or may request a separate interview with any applicants who appear most suitable for the position.
6. Following such interviews the responsible ministry and Head of Staff may be asked to make recommendations to the full Personnel Committee for action. The Personnel Committee shall, make reference checks or other appropriate investigations.
 - a. Have the prospective new employee sign a release statement so background checks can be made.
 - b. Conduct National criminal background search.
 - c. Request and contact at least two business references requesting work history, attendance, knowledge, work ethic, etc.
 - d. Request and contact two personal references (non-business or family related) as character references.
 - e. The scope of the duty to investigate is commensurate with the type of work and the risks involved, i.e. childcare, youth ministry.
 - f. Care should be taken to review the individual references and previous employment history. It is important to uncover the potential before there is a problem.
7. When agreement is reached concerning the applicant to whom the position is to be offered, the Chair or a designated member of the Personnel Committee will notify the person selected, outlining the terms of employment, and inquire as to the person's willingness to accept employment on those terms. Verbal offers shall always be followed by a confirming letter or employment agreement signed by the Chair of the Personnel Committee.

E. SPECIAL REQUIREMENTS FOR POSITIONS

1. It will be the policy of the Personnel Committee in filling regular, full-time positions, to hire persons outside the membership of North Como Church.
2. For positions requiring physical or heavy manual labor, the Personnel Committee may require a physical examination, paid for by the church, as a precondition of employment. The physician selected by the committee will be given a summary of the types of duties which the person might be expected to perform and will confine the examination report to the individual's ability to perform those tasks and, if required, such other information as may be requested by an insurance carrier of the church.

SECTION V - SCREENING AND EMPLOYMENT PROCEDURE

F. POST EMPLOYMENT PROCEDURE

1. Commencing on the date of employment each employee serves a ninety (90) day probation period. This period may be served at a rate of pay lower than the pay rate fixed for the position but not less than ten (10) percent lower than the established rate.
2. During the probation period an employee may be dismissed from the service of the church by action of the Personnel Committee. After completion of the probationary period employees may be terminated only in accordance with Section VI "Separation Procedures", utilizing the procedure for involuntary separation.
3. Insurance, pension and other related benefits shall not commence until the thirtieth day of employment.

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NORTH COMO PRESBYTERIAN CHURCH PERSONNEL POLICY

SECTION VI - LONG TERM DISABILITY

A. PURPOSE

1. This policy defines the long term disability benefits that apply for called staff in the event of an extended illness or injury.
2. The intent of this benefit is to provide limited financial protection for an incapacitated called staff member. Extended protection is expected to be provided by disability provisions of the pension fund or other private insurance.

B. CALLED STAFF

1. This policy only applies to paid pastoral staff that are active participants in the pension/benefits plan of the Presbyterian Church (U.S.A.).

C. LONG TERM DISABILITY BENEFIT

1. In the event of an illness or injury that prevents a called staff member from working, accumulated sick leave shall first be used to continue salary at the current rate. After all sick leave is exhausted, sixty percent of the current salary shall continue to be paid for the remaining days up to a total of ninety (90) calendar days from the beginning of the illness or injury.
2. The Personnel Committee will consider and has the authority to grant a called staff member's request to borrow additional sick leave from anticipated future earned sick leave. Such borrowing will only be authorized if there is a reasonable expectation that the called staff member will be able to resume work and earn the additional leave. A working called staff member who voluntarily leaves the employ of the church, while still owing sick leave borrowed under this policy, will have an appropriate reduction in final pay to adjust for the borrowed leave or the Personnel Committee will negotiate a repayment schedule if sufficient pay is not available.

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Revised 11/21/89
Revised 12/30/97

**NORTH COMO PRESBYTERIAN CHURCH
PERSONNEL POLICY**

SECTION VII - SEPARATION PROCEDURE

A. PURPOSE

1. To establish procedures governing separation of church staff and employees.
2. This policy governs all church staff members and employees except sections referring to involuntary separation and discharge do not apply to called staff. Separation of called staff shall be in accordance with the Book of Order (G.14-0600).

B. DEFINITIONS

1. Separation - The severance from employment of staff for any reason.
2. Resignation - Separation from employment or staff at the request of the staff member or employee.
3. Discharge - Involuntary separation from employment or staff. Discharge may occur for the following reasons:
 - a. Reduction in work force, necessitated by budget consideration or staffing evaluations.
 - b. Discharge for cause: misconduct, or failure to perform assigned responsibilities, or conduct/behavior prejudicial to the welfare of the church.

C. RESPONSIBILITY OF PERSONNEL COMMITTEE

1. The Personnel Committee is responsible to the Session for administration of Personnel matters of the church.
2. The Personnel Committee may consult with the Head of Staff and/or appropriate ministries of the Session with respect to the separation and discharge of any staff member or employee except called staff. The Personnel Committee may discharge any staff member or employee except called staff.

D. PROCEDURE FOR RESIGNATIONS

1. Written resignations must be submitted to the Personnel Committee at least ten working days in advance of the date the staff member or employee wishes to leave the service of the church.
2. For called staff members the Personnel Committee shall forward the request for dissolution of the pastoral relationship to the Session together with such comments and recommendations as it deems appropriate. Personnel Committee and Session actions shall be consistent with the provisions of Book of Order (G-14.0602).
3. For staff and employees other than called staff, the Head of Staff and the Personnel Committee or its designated representative shall meet with the person involved to determine the reasons for resignation and arrange an orderly transfer of work load.
4. The Personnel Committee will notify the church treasurer concerning payment of separation allowances as appropriate.

SECTION VII - SEPARATION PROCEDURE (continued)

E. PROCEDURE FOR DISCHARGE

1. Reduction in work force.
 - a. When budgetary considerations or staffing requirements require a reduction in work force the Personnel Committee will present to Session proposals and alternative staffing recommendations.
 - b. Acting on behalf of the Session the Personnel Committee will notify, in writing and through a personal interview, affected employees of intent to discharge them.
 - c. The Personnel Committee may, at its discretion, separate a full-time employee with not less than ten (10) working days' severance pay. Hourly employees shall be paid their current hourly rate times 80 hours.
 - d. An additional severance allowance equal to one day's pay (8 hours) for each year of service may be awarded to full-time employees with more than 10 years' service at the discretion of the Personnel Committee.
 - e. The foregoing provisions do not apply to called staff. The Personnel Committee may serve as the Session or Congregation directs in separation of called staff.
2. Discharge for cause.
 - a. The Personnel Committee may discharge any employee for reasons of misconduct, failure to satisfactorily perform assigned tasks or conduct/behavior prejudicial to the welfare of the church.
 - b. The Head of Staff or an appropriate ministry may recommend the separation and discharge for cause of any employee except for called staff. The cognizant ministry of the Head of Staff shall jointly present to the Personnel Committee, in writing, a detailed description of the reasons for the requested separation and discharge.
 - c. The Personnel Committee shall promptly conduct a hearing, summoning the employee and the Head of Staff and such other persons as may be necessary (including the chair(s) of any concerned ministries) to give evidence for any affected parties.
 - d. Upon hearing such evidence as is appropriate Personnel Committee upon majority vote, may discharge the employee or return the employee to service.
 - e. If discharged, the employee may, on written request submitted within five working days of the Personnel Committee hearing, appeal the decision of the Personnel Committee to the Session. In such event, the Chair of the Personnel Committee will request the Moderator of the Session to convene a special meeting of the Session to act on the appeal. Those persons listed in paragraph 2-c above shall be summoned to give testimony. The Chair of the Personnel Committee or its designated representative shall present the evidence, call witnesses and detail the information leading to the decision to discharge the employee.
 - f. During the time between the decision of the Personnel Committee and the Session meeting, the employee shall be separated from work without pay and allowances. If the Session returns the employee to service, withheld wages and allowances will be paid.

SECTION VII - SEPARATION PROCEDURE (continued)

E. PROCEDURE FOR DISCHARGE (continued)

- g. Employees who are members of Presbyterian Church (U.S.A.) shall have further rights of appeal from a decision of Session. These rights and the procedure to be followed are detailed in the Book of Order (D-6.0000), "Remedial Cases".
- h. Employees discharged for cause are not eligible for severance benefits other than accrued vacation.
- i. The foregoing provisions do not apply to called staff.

Adopted by Session 9/25/79
Revised 11/21/89
Revised 12/30/97

**NORTH COMO PRESBYTERIAN CHURCH
PERSONNEL POLICY**

SECTION VIII - PAYROLL POLICY

A. PURPOSE

- 1. To provide a uniform policy concerning payroll for staff and employees.

B. PAYROLL DATES

- 1. Pay days for staff and employees of North Como, in all categories except contract services personnel, shall be the fifteenth (15th) and the last calendar day of each month.
- 2. When the date specified falls on a weekend or holiday, payroll checks will be released on the last working day immediately preceding.
- 3. Contract services' checks will be issued the last calendar day of each month. When this day falls on a weekend or holiday, checks will be released on the last working day prior to the weekend or holiday.

C. SPECIAL PAY

- 1. Vacation Pay
 - a. Staff or employees with scheduled vacation, whose vacation period will include a scheduled pay date, may request pay in advance of the scheduled date. Such requests must be submitted to the Administrator at least one (1) week in advance of the date the payment is required.
 - b. Requests for advance vacation pay will be processed by Administrator.
- 2. Advance Pay
 - a. Advance pay other than specified in "C" above, is discouraged as a normal practice.
 - b. Should unusual circumstances require, advance pay not to exceed one month's net pay, may be granted a staff member or employee. Requests for such pay must be approved by the Head of Staff and Personnel Committee in advance of payment.
- 3. Snow Days
 - a. A "snow day" will be allowed with time off with pay when the Roseville Schools close because of snow.

Adopted by Session 9/25/79
Revised 5/15/84
Revised 12/30/97

NORTH COMO PRESBYTERIAN CHURCH PERSONNEL POLICY

SECTION IX – ACCOUNTABLE EXPENSE REIMBURSEMENT

PURPOSE

To provide uniform guidelines for expense reimbursement and clarification of property ownership for items purchased and reimbursed by the Church.

PROCESS

All vouchered expenses must be submitted to the Church Administrator no later than 30 days from the date incurred in order to be eligible for reimbursement. This requirement applies to any and all vouchered expense reimbursement that is to be paid from any Personnel line item; all vouchered expenses must be itemized.

North Como Presbyterian Church follows IRS guidelines in utilizing an accountable reimbursement plan for mileage reimbursement. The current IRS rate is the applicable rate for North Como Presbyterian Church employees. The understanding of mileage reimbursement is as follows:

- *North Como Church is the “Home Base/Office” from which mileage is determined.

- *Basic miles from home to the office are not reimbursable mileage.

- *Meetings with members of the congregation are encouraged to be in the church building whenever possible.

- *Detailed mileage reimbursement is to be submitted every 30 days.

60 day maximum is the IRS guideline for requested reimbursement submission.

- *Immediate supervisor or Head of Staff will approve all mileage reimbursement.

Reference materials, books, equipment, continuing education resources, and other purchases made by an employee of the church, for the benefit of the church, must be substantiated with a store/company receipt to request reimbursement. A church disbursement form, along with the receipt attached, and proper authorized signature, will be submitted to the finance office for reimbursement. Upon submission, the item purchased is the property of the church and will be formally identified as such.

The employee reimbursed for a purchase will have use of the item which is the property of the church. Upon termination of employment, the steps below will be followed to insure IRS regulations are followed.

1. A decision by the employee whether or not to take possession of the item will be made. If possession of the property remains with the church, the process is complete.
2. If possession is taken by the individual as personal property, the item(s), according to IRS regulations, which holds a remaining “useful life,” will be assessed a current value.
 - a. The church will establish a current value for the item(s).
 - b. The church and the employee will agree to:
 - Sell the item to the individual for its current value; or add the current value assessed to the individual’s W-2 form as reportable income.

Adopted by Session 1/18/2000
Revised 2/22/2005

**NORTH COMO PRESBYTERIAN CHURCH
PERSONNEL POLICY**

SECTION X - VACATION POLICY

A. PURPOSE

1. This policy defines the vacation privileges of staff and employees of the church and is based on a January 1 - December 31 calendar year.
2. The church provides vacation as a benefit to its employees in the belief that periods of rest and renewal insure the health and vitality of its personnel and the efficiency of service to the church.

B. CALLED STAFF/CONTRACTED CLERGY

1. Called staff should be provided with a minimum of four weeks (20 working days) as a condition of their terms of call.
2. Vacation is to be paid out at 100% of the accrued benefit at the termination of the relationship, consistent with the Presbytery of the Twin Cities Areas guidelines.

C. REGULAR AND TEMPORARY EMPLOYEES

1. All regular, full-time salaried and hourly employees of the church are awarded a vacation allowance on January 1 each year according to the following table:

| <u>LENGTH OF SERVICE</u> | <u>WORKING DAYS OF VACATION</u> |
|--------------------------|-------------------------------------------------------------|
| Less than 1 year | 1 day per full month of service up to a maximum of 10 days. |
| 1 year through 4 years | 10 |
| 5 years through 9 years | 15 |
| 10 years and over | 20 |

2. Regular part-time hourly employees shall receive a similar vacation allowance that is pro-rated according to the average number of hours worked per week. For example, an employee who averages 20 hours per week will receive vacation according to the following table on January 1 each year.

| <u>LENGTH OF SERVICE</u> | <u>WORKING DAYS OF VACATION</u> |
|--------------------------|----------------------------------------------------------------|
| Less than 1 year | 4 hours per full month of service up to a maximum of 40 hours. |
| 1 year through 4 years | 40 hours |
| 5 years through 9 years | 60 hours |
| 10 years and over | 80 hours |

3. In addition to the normal allowance, all new regular employees will receive an additional vacation after successful completion of a six month probationary period. Full-time employees shall receive a similar allowance to be used within the next six months that is pro-rated according to the average number of hours worked per week.
4. Temporary employees are not eligible for paid vacation allowances.

SECTION X - VACATION POLICY

D. VACATION ACCUMULATION

1. Employees of the church may carry up to five days of the vacation time earned in any one calendar year into the next consecutive calendar year. In any one calendar year the amount of vacation due an employee shall not exceed the amount credited them for that period plus up to five days credited them during the previous calendar year.
2. Example of this carry over policy:
After 1 year of continuous service on January 1, the employee has been credited with 10 working days of vacation. Employee must use 5 days before reaching the next January 1. Balance of 5 working days may be carried into the second calendar year. At the beginning of the second calendar year the employee is credited with 10 additional working vacation days. With a total of 15 vacation days accumulated at least 10 days must be used. (The 5 vacation days from the previous year plus five days of the current year's earned vacation.)
3. Any portion of vacation allowance which may not be carried over as defined in D-1 must be taken or credit is lost.

E. VACATION PAY AT TERMINATION OF EMPLOYMENT

1. Regular employees who resign their positions with the church will be paid for vacation due them not to exceed the accumulated amount allowable in D-1 above. The allowance will be paid at the normal rate of pay on consecutive pay days until the full amount is paid. To be eligible to receive the full amount of pay due them the employee must have submitted, in writing, his/her intention to leave the church service. Such notice should be given at least ten working days in advance. Vacation pay due will be reduced by one working day for each day less than ten worked after notice is given.
2. Employees terminated by action of the church and its Session or Personnel Committee will be paid full accumulated vacation not to exceed the amount allowed in D-1 above. This payment will be made at the same time as the final pay is paid.

Adopted by Session 6/28/78
Revised 9/23/78
Revised 9/25/79
Revised 12/16/88
Revised 11/21/89
Revised 12/30/97
Revised 11/20/2001
Revised 9/22/2003

**NORTH COMO PRESBYTERIAN CHURCH
PERSONNEL POLICY**

SECTION XI - PERSONAL AND SICK LEAVE

A. PURPOSE

1. To provide a policy defining the accumulation of and uses of personal leave and leave granted for illness.

B. SICK LEAVE CREDIT AND ACCUMULATION

1. Regular full-time salaried and hourly employees shall earn one (1) working day per month (12 days per year) of sick leave.
2. Part-time hourly employees shall earn sick leave pro-rated on the same basis as full-time employees.
3. Regular full-time salaried and hourly employees may accumulate up to 36 days of sick leave. Part-time hourly employees may accumulate up to 30 days of sick leave. When the maximum accumulation is reached, no credit is given on subsequent months until the employee draws on the accumulated leave.

C. PERSONAL LEAVE

1. Of the 12 days sick leave each year, up to four (4) days may be used for purposes other than personal illness. These four days are designated as personal leave.
2. Personal leave may be taken for personal or family emergencies, illness or death in the immediate family, lengthy medical or dental appointments or other personal needs.
3. Personal leave is not cumulative. A maximum of four (4) days per year personal leave is allowed. (Note: It is somewhat redundant, but needs to be clearly understood.)
4. Additional personal leave, taken from the sick leave bank or from anticipated future earned leave may be granted in extreme emergency if approved by the Head of Staff and Personnel Committee.

D. VESTING

1. Personal leave and sick leave are not vested benefits. There shall be no reimbursement of salary or wages for unused personal or sick leave upon termination of employment.

Adopted by Session 6/28/78
Revised 5/18/82
Revised 11/21/89
Revised 12/30/97
Revised 11/20/2001

**NORTH COMO PRESBYTERIAN CHURCH
PERSONNEL POLICY**

SECTION XII - HOLIDAY POLICY

A. PURPOSE

1. To provide established days for the church and its employees to celebrate days of special significance to the church and nation.

B. ALL CHURCH HOLIDAYS

1. All permanent salaried and full-time hourly employees are permitted the following holidays, with pay:

| | |
|----------------------|----------------------------|
| -New Year's Day | -Independence Day |
| -President's Day | -Labor Day |
| -Good Friday - ½ Day | -Thanksgiving Day |
| -Easter | -Friday after Thanksgiving |
| -Memorial Day | -Christmas Day |

2. These holidays will be celebrated on the days designated as the National Holiday. Easter will be celebrated on the Monday following Easter Sunday. When Christmas Day and/or Independence Day fall on a weekend, they shall be celebrated on the Monday following.
3. The church offices will close on these holidays.
4. When circumstances do not permit a staff member to observe one of these holidays a compensatory day off will be granted.
5. Regular part-time hourly employees are permitted to be paid for the number of hours that they are normally scheduled to work on the day that a holiday occurs.

Adopted by Session 6/28/78
Revised 11/21/89
Revised 12/30/97

**NORTH COMO PRESBYTERIAN CHURCH
PERSONNEL POLICY**

SECTION XIII - CONTINUING EDUCATION/STUDY LEAVE POLICY

A. PURPOSE

1. To provide a policy defining the requirements for approval of continuing education and/or study leave for called, professional (non-called) and support staff.

B. CALLED STAFF/CONTRACTED CLERGY

1. Called staff and contracted clergy shall have the benefits of continuing education (money for continuing education) and study leave (time to go to continuing education) consistent with the Presbytery of the Twin Cities Area guidelines.
2. Requirements: Continuing education hour accruals are specified by contract only for the professionally called and/or contracted clergy. The Personnel Committee must approve in writing any exception or expenditure beyond those accrued hours prior to registration or commitment.
3. Approval: All study leave/continuing education requests must be submitted in writing and approved by the Personnel Committee prior to registration or commitment.
4. Costs: Costs will be reimbursed upon submission of vouchers and appropriate documentation from funds budgeted and accrued per contract for the called and/or contracted clergy.
5. Verification of Attendance: Time and costs accrued and expended by the called and/or contracted clergy will be recorded and maintained by the Church Administrator.

C. REGULAR AND PRESCHOOL EMPLOYEES

1. Requirements: While no continuing education hours are required for the professional (non-called) and support staff, attendance is recommended as it would benefit the church and/or specific staff. The Church Administrator may recommend specific continuing education classes for professional (non-called) and support staff.
2. Approval: Continuing education for professional (non-called) and support staff will be approved by the Church Administrator and reported to the Personnel Committee. Continuing education for the Church Administrator will be approved by the Personnel Committee or by the Head of Staff. Any continuing education class over \$250 must be approved by Personnel.
3. Cost: Professional (non-called) and support staff will be reimbursed for continuing education class fees, time spent in class, and mileage from the professional (non-called) and support staff continuing education fund in the church budget.

SECTION XIII - CONTINUING EDUCATION/STUDY LEAVE POLICY

C. REGULAR AND PRESCHOOL EMPLOYEES

4. Verification of Attendance: Professional (non-called) and support staff will present a written report on continuing education classes attended to the Church Administrator and the Personnel Committee. The Church Administrator will present a written report to the Personnel Committee.

North Como Preschool: This policy is already in the North Como Preschool Employee Handbook.

Requirements: All North Como Preschool staff and the director will obtain continuing education hours that are 2% of their paid working hours as required by Minnesota Rule 3.

Approval: Continuing education for all North Como Preschool Staff will be approved by the director. The director will inform the Preschool Governing Board of continuing education plans.

Cost: All North Como Preschool staff and the director will be reimbursed for required continuing education class fees, time spent in class, and mileage from designated funds in the preschool budget.

Verification of Attendance: All North Como Preschool staff and the director will provide a certificate of attendance for all continuing education classes to be placed in each individual's personnel file.

D. VESTING/CALLED AND NON-CALLED STAFF

1. Study leave and continuing education are not vested benefits.
2. There shall be no reimbursement of salary or wages for unused study leave.

Adopted by Session 6/16/98
Revised 11/20/2001
Revised 11/26/2002

**NORTH COMO PRESBYTERIAN CHURCH
PERSONNEL POLICY**

SECTION XIV – MEDICAL BENEFITS

A. PURPOSE

- 1) To provide medical insurance benefits to employees of the church who meet stated eligibility requirements.
- 2) The provisions of this policy define the strict guidelines under which medical benefits will be available to employees.

B. ELIGIBILITY

- 1) Regular full-time employees of the church, as defined in Personnel Policy Section II - Categories of Employees, specified in paragraph C2a and C2c -shall be eligible to receive medical benefits.
- 2) Part-time employees (working fewer than 35 hours per week), and employees categorized as contracted, temporary, contractual, project/program are not eligible for medical benefits.
- 3) This policy does not apply to called/ordained pastoral staff.
- 4) Medical benefits shall not commence until the thirtieth day of employment.

C. DISBURSEMENT

- 1) Eligible employees may participate in the medical benefit program selected by the church if the employee is not covered under another medical plan.
- 2) Final selection of the medical plan offered to employees will be made by the Personnel Committee. The employee will determine the appropriate coverage needed: i.e., individual; individual/dependent; individual/spouse; or family coverage.
- 3) The church will provide a maximum of \$2000 annually per eligible employee toward member only medical benefit coverage; this amount will follow Presbytery guidelines for minimum fifty percent coverage of member only medical benefits. The church will disburse full funds directly to the medical coverage provider per arranged billing; payment made by the church will reflect both the church contribution and the employee contribution deducted from the pay check.

D. LIMITATIONS

- 1) The commitment of a maximum of \$2000 annually for medical benefits is not available to eligible employees who do not choose to participate in the church's selected medical benefit plan.
- 2) This benefit is available as needed to eligible employees. The intention of the church is to assist with medical benefit costs, not to exceed \$2000 annually.
- 3) The benefit is not available to employees for the purpose of assisting with payment on otherwise outside existent medical coverage plans.
- 4) At no time will the benefit be paid directly to an employee.

Adopted by Session 5/28/2002

**NORTH COMO PRESBYTERIAN CHURCH
PERSONNEL POLICY**

SECTION XV - GRIEVANCE PROCEDURE

A. PURPOSE

1. This policy provides a uniform procedure to be followed in handling grievances against policy, supervision, or other personnel by permanent employees of the church.
2. The provisions of this section do not apply to called staff.

B. RESPONSIBILITY OF THE PERSONNEL COMMITTEE

1. The Personnel Committee as agent of the Session is responsible for insuring that employees of the church are treated in an equitable manner and that opportunity for a redress of any infringement of their rights as employees is provided them.
2. Grievance proceedings are to be handled expeditiously, consistent with the rights of the persons involved.

C. PROCEDURE

1. Any employee who feels he or she has been treated unfairly either by persons appointed over them or through the administration of policy, may initiate a grievance.
2. Such employee shall set forth in writing the nature of their grievance and request appropriate action to correct its cause and submit it to the Head of Staff.
3. The Head of Staff shall be allowed five (5) working days to respond in writing to the person submitting the grievance. This response may list appropriate corrective actions which will be taken, or may list recommendations to another ministry or to the Personnel Committee to correct the cause of the grievance. The response may state that no action will be taken and will in this case always include a written explanation of the reason for such refusal. The complainant will also be advised in writing of his or her right to appeal the Head of Staff's response.
4. An employee desiring to appeal the Head of Staff's response will have ten (10) working days following notification of the response in which to appeal. Such appeals will be made to the Personnel Committee, in writing, and shall state the nature of the grievance, the desire to have the matter reviewed by the Personnel Committee, and the corrective action requested.
5. The Chair of the Personnel Committee will review the grievance, obtain such information as may be necessary from other sources, including the employee, and the Head of Staff and determine whether the matter is to be presented at the next scheduled meeting of the committee or whether a special meeting is in order.

SECTION XV - GRIEVANCE PROCEDURE

C. PROCEDURE

6. The Personnel Committee will review the grievance, including such information as may bear on the issue. Following this review the Personnel Committee, based on its findings, shall direct appropriate remedial action, or if the grievance is found to be without cause, shall provide a written explanation of its decision to the person initiating the grievance.

D. RIGHTS OF APPEAL

1. Employees may appeal a decision of the Personnel Committee to the Session of North Como Presbyterian Church. The appeal shall set forth all necessary information and shall be delivered to the Chair of the Personnel Committee. This appeal must be made in writing within ten (10) working days of the receipt of the decision of the Personnel Committee.
2. The Chair of the Personnel Committee will inform the Moderator of Session of the appeal and the Head of Staff shall decide whether to call a special meeting of the Session or delay action until the next regularly scheduled meeting.
3. Session shall follow the procedure outlined in paragraph C-6 above except that notification of Session action to all parties concerned shall be made by the Clerk of Session.
4. Employees who are also members of the Presbyterian Church (U.S.A.) shall have further rights of appeal from a decision of Session. These rights and the procedure to be followed are detained in the Book of Order (D-6.0000), "Remedial Cases".

Adopted by Session 9/25/79
Revised 11/21/89
Revised 1/5/98

**NORTH COMO PRESBYTERIAN CHURCH
PERSONNEL POLICY**

SECTION XVI - PARENTING LEAVE

A. PURPOSE

1. It is the policy of North Como Presbyterian Church to provide its called staff with parenting leave consisting of: (1) Maternity Leave; and (2) Child Care Leave as such terms are defined below. Parenting leave may be taken in addition to any sick or vacation time due to any Employee under the church's sick and vacation leave policy.
 - a. Maternity Leave shall mean that period of medically based absence granted called staff due to pregnancy, childbirth or miscarriage.
 - b. Child Care Leave shall mean that period of not more than six months uncompensated absence from work for child care purposes, reduced by the number of days of any period of maternity leave occurring after childbirth. If called staff is required by a physician to take Maternity Leave prior to childbirth, said pre-birth maternity leave shall not reduce Child Care Leave. Child Care Leave is available to either parent of a natural or adopted child.

B. REQUIRED NOTICE

1. Any person requesting Child Care Leave shall give written notice to the Personnel Committee, who will notify the Session, of the anticipated date of the start of the leave, and the anticipated date of return to work, at least four months prior to such date.
2. No notice is required for immediate Maternity Leave occasioned by unanticipated medical necessity or childbirth.

C. LEAVE COMMENCEMENT AND TERMINATION

1. Maternity Leave shall commence at the time that a disability due to pregnancy or childbirth, including a disability occurring prior to childbirth, evidenced by a physician's certificate, occurs. Maternity Leave due to pregnancy or childbirth shall expire upon the termination of the disability. In the absence of a physician's certificate to the contrary, a disability period due to childbirth shall be presumed to commence on the date of the childbirth, and shall be presumed to end two weeks after delivery. In the absence of a physician's certificate to the contrary, in the case of a cesarean delivery the disability period shall be presumed to end six weeks after delivery. In the absence of a physician's certificate to the contrary, a disability due to miscarriage of pregnancy shall be presumed to end two weeks after the miscarriage. Subject to the foregoing presumptions, which may be overridden by medical certificate establishing disability as of other times, maternity shall be treated the same as other disabilities.

SECTION XVI - PARENTING LEAVE

C. LEAVE COMMENCEMENT AND TERMINATION (continued)

2. Child Care Leave shall commence on the first day the person does not work by reason of childbirth or adoption, subject to the application of Maternity Leave to which the person may be entitled. In no event shall a pastor be entitled to commence Child Care Leave later than the latest of (i) six weeks after the childbirth or adoption; (ii) the day following the last day of Maternity Leave; or (iii) such other date for commencement of Child Care Leave as is approved in writing by the Personnel Committee and the Session of North Como Presbyterian Church.

D. COMPENSATION

1. Compensation during parenting leave shall be as follows:
 - a. Maternity Leave: The called staff shall receive 60% of the salary that was provided to the pastor during the pastor's last regular period of employment prior to Maternity Leave according to the following schedule:

| <u>Years of Employment</u> | <u>Weeks of Paid Leave</u> |
|----------------------------|----------------------------|
| 0-1 | None |
| 1-2 | 4 |
| 2 or more | 7 |

- b. Child Care Leave: The called staff shall receive no salary compensation from North Como Presbyterian Church.

E. FRINGE AND HEALTH BENEFITS

1. North Como Presbyterian Church shall continue to pay those benefits required by the Presbyterian Church, U.S.A. No other benefits shall accrue or be paid.

Adopted by Session
Revised 1/5/98
Revised 9/22/2003

**NORTH COMO PRESBYTERIAN CHURCH
PERSONNEL POLICY**

SECTION XVII - PROVIDING REFERENCES FOR EMPLOYEES

A. PURPOSE

1. This policy is intended to define the role of the Personnel Committee, the Session and the Clerk of Session in response to requests for references for current or former employees.
2. It also defines the role of individual church members and pastors when they are asked or volunteer to provide reference information for a current or former employee of the church.

B. ROLE OF SESSION, PERSONNEL COMMITTEE, AND THE CLERK OF SESSION REGARDING REFERENCES

1. Any written or verbal request seeking information from North Como Presbyterian Church concerning an individual's performance as an employee of the church shall be directed to the Clerk of Session.
2. Only the Clerk of Session may respond on behalf of North Como Presbyterian Church and its Session when inquiries are made about a current or former employee.
3. The Clerk of Session is authorized to provide the beginning and ending dates of employment, the job title, and information from an approved job description. Speaking on behalf of the church as an employee, no other information may be given.

C. ROLE OF INDIVIDUAL CHURCH MEMBERS OR PASTORS REGARDING REFERENCES

1. Church members may only respond to requests for references if they first clearly establish that they are providing their personal opinions and that they are not speaking on behalf of the church as an employee or in any official capacity.
2. The Pastor may also only respond to request for references if they first clearly establish that they are providing their personal opinions as co-worker and that they are not responding in any official capacity as a supervisor of the person.
3. In all cases, when information is provided, such information should be provided in good faith and should be intended to portray an accurate and truthful description.

Adopted by Session
Revised 1/5/98

**NORTH COMO PRESBYTERIAN CHURCH
PERSONNEL POLICY**

SECTION XVIII - COMPENSATORY TIME

A. PURPOSE

1. It is the policy of North Como Presbyterian Church to recognize that there are times when salaried and exempt staff is called on to work hours beyond what could normally be expected. The following procedure should be followed.
2. It is the intent of this policy to handle the need for compensatory time without either a vesting of hours or vesting of pay, over and above the person's salary.
3. Compensatory Time should be scheduled and taken as soon as possible.
4. This policy does not apply to called staff.

B. PROCEDURE

1. It is the responsibility of the immediate supervisor of the staff person affected to identify and/or estimate the amount of excess time to be or being expended and to bring that situation to the Head of Staff.
2. The Supervisor and Head of Staff if not one and the same will determine both the amount and timing of the compensatory time off. In addition, they will so inform any affected parties, committees, etc that the employee will not be available during the designated compensatory time.
3. Although the employee's benefits should not be adversely affected by any compensatory time and all compensatory time should be recorded and maintained, it is the intent of this policy NOT to provide any pay nor any accumulation of compensatory time.

Adopted by Session 11/20/2001