

PERSONNEL POLICIES OF THE FIRST PRESBYTERIAN CHURCH OF KENT

PREAMBLE

These policies established by the Session of First Presbyterian Church of Kent (Kent First), Washington are guidelines and policies for those who are employed by the church. The policies undergird the belief in the importance of caring, loving relationships within the whole of the church family.

The Session reserves the right to change items within this document without prior notice, to discipline or terminate any employee without notice for any reason not inconsistent with the Presbyterian Church (USA) Book of Order, local, state or federal law, and to make exceptions to these policies on a case-by-case basis or upon recommendation of the Personnel Committee.

It is the intent of this church, the Session and its committees, and the staff to treat all employees equitably and in accordance with biblical principles. It is the responsibility of Kent First to create a work environment which allows productivity, cooperation, and understanding of individual differences. The mandate to the employee includes maximum performance, open communication, and a willingness to be flexible to change. Both parties must operate with a genuine desire to further the Kingdom of God in this place.

Kent First is an at will employer in accordance with Washington State law. It is the intention of Kent First to adhere to the Americans with Disabilities Act (ADA) and the Family and Medical Leave Act.

I. DEFINITIONS

- 1. Minister** - All those ordained to the ministry of the Word and Sacrament. Ministers are called by the congregation to that work; they are not simply employees of the congregation or the Session. The Minister will serve as Chief of Staff of the church.
- 2. Staff** - All those employed by the Session.
- 3. Search Committees** - Those authorized by the Personnel Committee, the Session, or the congregation who have the authority to research, investigate, interview and recommend candidates for various positions.
- 4. Categories of employee -**

Full-time employment
Part-time employment

35 or more hours per week
less than 35 hours per week.

- 5. Exempt and Non-exempt employee:** The Fair Labor Standards Act, of 1938, established the minimum wage and maximum hour requirements for certain clearly defined kinds of work.

EXEMPT employees are those who, by virtue of the nature of their work, are exempt from the requirements of the Act for minimum wages and maximum hours. Exempt employees are not paid for overtime hours. Exempt personnel fill positions requiring major program responsibilities, supervisory capacity, and/or ordained status.

NON-EXEMPT employees are those who Kent First must pay at least the minimum wage for the position and overtime wages for all hours worked in excess of 40 hours per week. Non-exempt employees fill non-supervisory, support positions.

CONTRACT employees are not considered regular employees of the church and work on a service rendered basis.

TEMPORARY employees are hired for short periods, usually less than 3 months.

II. SELECTION OF PERSONNEL

A Session approved job description shall be compiled and kept on file for each position in the church. This position description shall be made available to interested applicants for church employment.

- 1. Applicants** - Every effort will be made to find suitable persons to fill vacant positions. Applicants will also be required to complete a Criminal History Request and Disclosure Statement, and must agree to a background check conducted through the Washington State Patrol. There will be no discrimination because of color, race, age, sex, marital status, national origin, handicapping condition or Christian denominational status. A strong commitment to Christ and His church are considered basic requirements for employment in this church.
- 2. Hiring procedure** - Applicants for exempt and non-exempt positions will be prescreened by the Search Committee. The Search Committee will make a recommendation to the Chief of Staff. The Chief of Staff will request approval from the Session. Final authority will rest with the Session and/or the congregation.

Care shall be taken during interviews to assure that the privacy of the individual is protected. Questions asked of the applicant shall be job-related. Questions will be prepared prior to the interview. All candidates will be asked the same questions. The church reserves the right to test candidates using professionally accepted personality, vocational or skills. Such tests must be shown to be job-related.

State law (RCW 43.43) provides that an organization that educates, trains, treats, supervises or provides recreation to developmentally disabled persons or children under the age of 16 can require applicants for jobs or volunteer positions to provide

certain information prior to appointment or service as a volunteer. In addition, the First Presbyterian Church of Kent reserves the right to request criminal history information for each employee, applicant, or volunteer from the Washington State Patrol, to determine if the person(s) being reviewed have any convictions or offenses against persons, adjudications of child abuse in civic actions or disciplinary board final decisions. **This information will be reviewed by the Personnel Committee in consultation with the Pastor prior to hiring or selection as a volunteer. All information obtained in this disclosure statement and/or from the WSP Criminal History records check will be kept confidential.**

- 3. Probationary Period** - The first three months of employment in a non-exempt position or the first six months of employment in an exempt position constitute a probationary period. Employment may be terminated at any time for cause, such as, but not limited to, excessive absences, tardiness, or unsatisfactory work performance. Neither pay in lieu of notice nor severance pay will be given to employees whose employment is terminated during the probationary period.

During the probationary period of employment, qualified employees are entitled to enrollment in a health plan, prorated sick leave, paid holidays observed by the church, coverage as provided by Washington workers compensation regulations, and absence for jury duty. If absent for other reasons, pay may be deducted for time absent at the sole discretion of the Chief of Staff.

All employees are entitled to request a performance review during their probationary period.

The duration of the probationary period may be extended at the discretion of the Chief of Staff as documented in a written performance review.

III. CONDUCT OF PERSONNEL

It is the policy of Kent First to maintain a workplace free from any form of sexual misconduct or sexual harassment by any employee, member, or friend of the congregation. This policy is based on the Policies and Procedures Relating to Sexual Misconduct, adopted by Session on 10-12-2000, or as that policy may be amended. Each employee, active church officer, and/or volunteer, will be required to read, understand, sign and comply with the Policies and Procedures Relating to Sexual Misconduct. The scope of this policy is not limited to the church building or grounds. It includes all contacts in carrying out this congregation's responsibilities and relationships with employees, volunteers, and others. Any form of sexual misconduct or harassment is unacceptable behavior. All allegations will be taken seriously and investigated. Appropriate corrective or disciplinary action shall be taken as warranted. Allegations should be pursued in accordance with the grievance procedures set out in Section VII (Grievances).

IV. WORK WEEK

1. The work week for full time, non-exempt staff is 35 hours per week. Overtime pay (in excess of 40 hours per week) is at the rate of one and one-half times the regular hourly rate.
2. Exempt employees are not paid for overtime.
3. All hours worked beyond those described in the written job description must be pre-approved by the Chief of Staff in order to be compensated.
4. Compensatory time off may not be accrued or carried over from one pay cycle to another and is granted at the sole discretion of the Chief of Staff.
5. Exempt employees' work week is as required to complete the function or task. Average hours expected to be worked by part-time exempt staff are noted on the written job description.
6. Required attendance at meetings for non-exempt staff outside of working hours shall be considered time at work and shall be compensated as indicated.

V. BENEFITS

1. **Social Security** - All personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee's share of the tax is withheld from their wages.
2. **Pension** - Full time staff may be enrolled in the Presbyterian Pension and Benefits plan. For those eligible, full dues are paid by Kent First.
3. **Health Insurance** - Major medical protection for qualified employees and dependents is provided to participants in the program offered by the Board of Pensions.
4. **Insurance / Pension Subsidy** - The office manager position will receive a subsidy in the amount of 17% of earned wages each pay period to defray the costs of health insurance and a pension plan for the office manager. This subsidy will be paid directly to the office manager. (This particular benefit was approved by Session in December 2001, and will be reviewed each year as new budgets are considered.)
5. **Vacation** - Staff members are entitled to two weeks (ten working days) vacation per year prorated to the number of hours prescribed by their job description. Vacation time is accrued on a monthly basis but cannot be used during an employee's probationary period. Vacation entitlement during the first year of employment will be prorated according to the length of employment. Vacation time during subsequent years will be awarded on January 1st of each year. Upon an employee's fifth year of employment, the employee is entitled to three weeks (fifteen working days) vacation per year prorated to the number of hours prescribed by their job description. Upon an employee's tenth year of employment, the employee is entitled to four weeks (twenty

working days) vacation per year prorated to the number of hours prescribed by their job description.

Vacation must be used during the calendar year (January 1 through December 31) and may not be carried over. No payment will be made in lieu of vacation.

Employees will coordinate vacation times as early as possible in order to minimize impact upon the work of the church.

All vacation time must be pre-approved by the Chief of Staff.

6. **Holidays** - The following paid holidays will be observed: New Year's Day, Martin Luther King's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday and Friday, Christmas Eve and Christmas Day.
7. **Sick Leave** - Staff members are entitled to two weeks (ten working days) of sick leave per year, prorated to the number of hours prescribed by their job description. Unused sick leave will accrue from year to year, but may not exceed 40 days of sick leave in one year.

At the discretion of the Chief of Staff, a doctor's release may be required prior to returning to work.

Sick leave entitlement during the first year of employment will be prorated according to the length of employment. Sick leave during subsequent years will be awarded on January 1st of each year.

At the time of termination of employment (either voluntary or involuntary) an employee shall not be paid for unused sick leave.

8. **Workers' Compensation Insurance** - All employees shall be covered by the workers' compensation laws of Washington.
9. **Leaves of Absence, with Pay** - The following absences are allowed without deduction of pay:

Armed forces reserve training (up to two weeks annually)

Jury Duty (up to two weeks annually)

Marriage of an employee who has been employed with the church for at least one full year (up to three days off)

Personal emergencies or, with advance notice, personal business that cannot be cared for outside of working hours at the discretion of the Chief of Staff.

Death in the immediate family, day of death through day after burial (up to four days for any one incident)

Election day (adequate time off where election hours and work schedules would create a hardship on the employee)

Other professional or developmental activities as pre-approved by the Session.

10. Leaves of Absence, without Pay - Absence without pay may be granted following written request under the following circumstances:

For military service by an employee who has completed the probationary period of employment with the church (continued employment following military service will be provided if reasonably available).

Other circumstances as pre-approved by the Session.

Pension dues, annuity and relief contributions and health insurance will not be paid by Kent First for any leave of absence without pay that exceeds four weeks; payment may be made by the employees in accordance with the terms of the plans.

VI. TEMPORARY EMPLOYEES

Those employed for a short period of time, usually less than three months, are not paid for holidays, sick leave, or other leaves, and do not earn vacation leave for their temporary employment. They are not eligible for the pension plans or other health benefits. Temporary employees will be paid at the regular rate for hours up to 40 per week, and time-and-a-half for above 40 hours in the case of non-exempt employees. If a temporary employee joins the regular staff, the temporary employment is not considered as credited service in computing entitlements to vacation or other benefits.

VII. GRIEVANCES

1. All problems arising from employment, conditions of employment, or conduct of employees are to be directed to the Personnel Committee of the Session. If the matter remains unresolved for more than one month after that, the employee may appeal to the Session in writing.
2. If these steps fail to provide an acceptable remedy after four weeks following appeal to the Session, the employee may file a written complaint with the appropriate Presbytery Committee. That committee will mediate among the disputants.
3. Allegations of pastoral misconduct must be referred to the Presbytery's Committee on Ministry immediately. The Committee on Ministry will advise the Personnel Committee on how to proceed.

VIII. TERMINATION

1. Dismissal for cause may take place by written notice from the Session, giving reasons for termination. No severance allowance will be paid but employees who are dismissed will receive the cash equivalent of their unused earned vacation. Reasons may include: unsatisfactory performance, refusal to perform duties published in the position

description, repeated absences, repeated tardiness, incompetence, or conduct that is illegal, dishonest, unethical or involving moral turpitude. Termination for cause should be, but is not required to be preceded by a documented performance review.

2. For voluntary termination, two week's written notice is requested. The cash equivalent of any accrued unused vacation will be paid.
3. For dissolution of a pastoral relation, procedures must follow the guidance of the Presbytery.

IX. PERFORMANCE REVIEWS

All employees shall be granted a performance review once a year with the Chief of Staff. The review will be based upon the position description and goals established the previous year. Evaluations will be jointly made by the employee and the Chief of Staff considering but not limited to: 1) items of celebration, goals met, skills achieved, 2) areas of concern, disappointment, etc., and 3) goals and aims for the future. The discussion should consider staff relationships, quantity and quality of work, and job knowledge. The evaluation will be in writing and both interviewer and employee will contribute. A record of the performance review will be filed with the employee's records.

The evaluation will consider job clarification, review of hours, benefits, salary, and leave time. An increase in salary will not be automatic with job reviews. It will be dependent upon merit, salary range of such positions, employee's last salary increase date, and approval of the Session.

A performance review may be scheduled at any time by the Chief of Staff to address performance concerns.

X. ANNUAL COMPENSATION REVIEW

The Session Personnel Committee is responsible for recommending to the Session all salary increases. Salary levels shall be maintained in a manner internally consistent with performance records, responsive to changes in the cost of living, and in keeping with the church's compensation standards. Salary scales for non-exempt staff shall be in accordance with the provisions of federal laws covering minimum wages.

Approved by the Session February 10th, 2000, at its duly called meeting.

Signed, _____
(Clerk of Session)