

# **PERSONNEL GUIDELINES**

**FIRST PRESBYTERIAN CHURCH  
939 B STREET  
PETALUMA, CALIFORNIA**

## **Table of Contents**

### **A. Introduction and Purpose 4**

### **B. OUR WORK ENVIRONMENT 5**

*Equal Opportunity 5*

*Immigration Law Compliance 5*

*Employee Safety and Health 5*

*Fires and Emergencies 5*

*Accidents 6*

*Smoking 6*

*Policy Regarding Property, Privacy and Searches 6*

### **C. THE HIRING PROCESS 6**

*Hiring 6*

*Employment of Minors 6*

*Employment Applications 7*

*Requirements for Employment 7*

*Staff Reference Checks 7*

*Substitute Employees 7*

*Initial Employment Status 7*

*Period of Employment 8*

### **D. CONDITIONS OF YOUR POSITION 8**

*Hours of Employment 8*

*Holidays 8*

*Mileage Reimbursement 8*

*Special Additional Employment Considerations 8*

*Supervision 8*

*Reassignments 8*

*Position Descriptions 9*

*Training and Continuing Education 9*

*Employee Records 9*

*Performance Appraisal 9*

*Corrective Action 10*

*Grievance Procedure 10*

### **E. COMMON DUTIES OF ALL EMPLOYEES 11**

*Children in the Workplace. 11*

*Conflict of Interest 11*

*Employees Driving their Personal Vehicles 11*

*Keys 11*

*Change of Address, Personal Information 11*

*Confidentiality 11*

*Business Information 12*

*Use of Computers 12*

## **F. EMPLOYEE COMPENSATION 13**

*Amount of Salary and Pay 13*

*Payroll Procedure 13*

## **G. EMPLOYEE BENEFITS 14**

*Vacation 14*

*Sick Leave 14*

*Maternity Leave 15*

*Unpaid Leave 15*

*Health and Disability Insurance Benefits 15*

*Workers Compensation Insurance 15*

## **H. CONCLUSION OF EMPLOYMENT 15**

*Employment Termination 15*

*Procedure for Discontinuing Employment 16*

## **I. Policy Exceptions 16**

## A. Introduction and Purpose

This Personnel Policy sets forth the terms and conditions of employment at First Presbyterian Church (FPC) for all employees in all ministries. Employment at FPC is "at-will", meaning that you, the employee, are free to resign for any reason at any time, and FPC, the employer, is free to terminate your employment for any reason at any time in accordance with California law. While FPC intends to hire and retain qualified employees, nothing in this Personnel Policy shall limit this legal "at-will" status and the Policy, including its performance review and benefit plan descriptions, is not intended to create a promise or representation of continued employment of any kind.

The Pastor is the Head of Staff of the church and administratively responsible for the leadership staff and the support staff. The Pastor shall work closely with the Personnel Commission and Session in matters relating to personnel following the direction in *The Constitution of the Presbyterian Church (USA) Part II Book of Order* and the *Standing Rules of Session*. Happy Day School (HD) as a ministry of FPC is overseen by the Session. HD employees report to a Director who is responsible to an Administrator responsible to Session.

These Guidelines refer to other documents citing expectations for all while on the FPC campus and while doing business in the name of First Presbyterian Church Petaluma, CA. All employees are expected to meet those expectations as well as the expectations written herein. While every effort is made to avoid any contradictory instruction, we acknowledge that in the event of unforeseen ambiguity or conflicting instruction; we will first follow the teachings of Jesus Christ as revealed to us in the New Testament, secondly adhere to the law of the State of California, thirdly seek guidance from the Constitution of the Presbyterian Church (USA), Rules of the Presbytery of the Redwoods, Standing Rules of the Session of FPC, and these and other FPC guidelines and standards.

The following other documents are referred to in these Guidelines:

- Constitution of the Presbyterian Church (USA) – available on line at PCUSA.com and in the church library
- Rules of the Presbytery of the Redwoods – available on line at redwoodspresbyry.org
- Sexual Misconduct Prevention Policy for First Presbyterian Church – attached as Appendix 1
- First Presbyterian Church of Petaluma Children and Youth Safety Policies and Procedures for Volunteers – attached as Appendix 2
- First Presbyterian Church Safety Policy – attached as Appendix 3
- Incident / Accident Report – attached as Appendix 4
- Use of Church Computers Policy – attached as Appendix 5

**All employees shall be given a copy of this Personnel Policy and all FPC documents referred to in the Guidelines on the first day of employment and expected to meet the expectations contained in all.**

## **B. OUR WORK ENVIRONMENT**

### ***Equal Opportunity***

FPC is committed to employment policies and practices based upon skill, ability and performance of our employees. It is the policy of FPC to provide equal employment opportunities for all applicants and employees irrespective of race, color, national origin, ancestry, sex, gender, pregnancy, childbirth or medical condition related to pregnancy or childbirth, age, medical condition, mental or physical disability, marital status or veteran status in all FPC'S employment practices. However, we are allowed to seek and employ persons of compatible religious beliefs since we are a Presbyterian related and religious non-profit organization.

We make reasonable accommodations, where appropriate, to enable otherwise qualified individuals to become or remain employed. It is the responsibility of the Personnel Commission, Session and employees to follow this policy conscientiously in all of their daily work activities.

FPC is committed to providing equal opportunity to all employees, including those whom have a life-threatening illness (cancer, AIDS, cardio-pulmonary diseases, etc.). Employees who have a life-threatening illness will be treated like other employees as long as they meet performance standards and medical evidence indicates their condition is not a threat to themselves or others.

### ***Immigration Law Compliance***

FPC is committed to full compliance with the federal immigration laws, which require that every individual provide satisfactory evidence of identity and the legal authority to work in the United States. This evidence must be provided no later than three working days after the new employee begins work (except in a situation where it can be established that the new employee has requested production from the applicable authorities of such documentation which may not arrive within the three-day deadline). A new hire will be requested to attest to his/her identity and to his/her legal authority to work by completing the I-9 Form provided by the federal government.

### ***Employee Safety and Health***

FPC strives to provide a safe working environment for our employees. All employees have a copy of the FPC Safety Policy and are expected to abide by its direction.

### ***Fires and Emergencies***

IN CASE OF EMERGENCY, DIAL 911 AND THEN INFORM YOUR SUPERVISOR AND YOUR CO-WORKERS. Examples of emergencies are: fires, earthquakes, robberies, serious injuries or serious acts or threats of violence.

The office has emergency procedures to follow in the event of fire or disaster. Exits, fire extinguishers and first-aid kits are located in the office. Emergency training and drills are conducted on FPC grounds in compliance with California law. All employees are expected to cooperate fully with every one of these exercises.

## ***Accidents***

No matter how insignificant an injury may seem when it occurs, notify your immediate supervisor, Administrator, Pastor or the Elder chairing the Personnel Commission as soon as possible.

The Pastor should be notified by phone within 24 hours whenever there is an incident or accident on campus, or during a church event, involving any of the following: an injury requiring medical treatment, emotional trauma, death, fire, explosion, vandalism, traffic violation, suspected crime (call police first), or suspected abuse. The person in charge of the event or ministry should give a written report to the Pastor within 7 days. Other eyewitnesses to the incident (preferably adults) may also fill out reports. (see Appendix: Incident/Accident Report).

NOTE: If sexual misconduct is suspected, please use the report form provided in the "Sexual Misconduct Prevention Policy for First Presbyterian Church".

## ***Smoking***

Smoking is not permitted anywhere on FPC's grounds.

## ***Policy Regarding Property, Privacy and Searches***

Desks, storage areas, work areas, file cabinets, computer systems, office telephones and facsimile machines are FPC'S property and must be maintained according to this policy. All such areas and items must be kept clean and are to be used only for work purposes, except as provided in this policy. FPC reserves the right, at all times, and without prior notice, to inspect and search any and all FPC'S property for the purpose of determining whether this policy or any other FPC policy has been violated, or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. Such inspections may be conducted during or after business hours and in the presence or absence of the employee. See the attached Computer Use Policy for additional specific expectations.

## **C. THE HIRING PROCESS**

### ***Hiring***

The Personnel Commission shall work with the Pastor, HD Director and the Administrator to assure that a process is created for the seeking and interviewing of people who will serve the church. They shall report recommendations to Session and seek permission to hire in accordance with the Standing Rules of Session.

Applicants for teaching positions with HD must meet all state qualifications. All applicants for positions that deal with children's or youth ministries must pass a background check, receive a copy of all FPC Guidelines and requirements and agree to abide by all state of California and FPC policies involving children and youth before being hired.

### ***Employment of Minors***

As a general rule, regular year-round employees of FPC are 18 years of age or older. Younger persons may be hired, usually under special conditions. Advance approvals and arrangements,

including required work permits, must be coordinated with the Pastor, HD Director or Administrator.

## ***Employment Applications***

FPC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsification or material omissions in any of this information may result in FPC'S exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

## ***Requirements for Employment***

The following are requirements for employment with FPC. Those to be hired:

1. Must have a valid Social Security Number
2. Must complete a W-4 form and Form I-9;
3. Must have completed an employment application;
4. Must assure that you are in physical condition appropriate to perform the job for which they apply which for some positions may require a certificate of health on a prescribed form signed by a physician and /or acceptable results for certain required medical tests;
5. Must have appropriate documentation establishing their right to work in the United States in compliance with state and federal law;
6. Must remain insurable under FPC'S general liability and vehicle insurance policies. If any employee is declared un-insurable by FPC'S insurer, the employee may be considered ineligible for further employment and could be considered to have voluntarily terminated his/her employment as of the date of notification by the insurer of un-insurability.

Position Descriptions for each position at FPC include requirements for those holding those positions. In every case the requirements shall meet or exceed all legal and Presbyterian Church (USA) requirements for the described positions.

## ***Staff Reference Checks***

To ensure that individuals who join FPC are well qualified and have a strong potential to be productive and successful, it is the policy of FPC to check employment references before any employment is offered.

## ***Substitute Employees***

Substitute employees will be approved by the Pastor, HD Director or Administrator and paid according to the scope of duties and responsibilities associated with the position they are temporarily filling. Each substitute employee will be asked to keep a time sheet.

## ***Initial Employment Status***

Employees are considered on probation for the first three months of employment. An appraisal of performance shall be conducted half way through this period and again at the end of the probationary period. Performance that is less than satisfactory at the end of the probationary period will result in termination of employment.

## ***Period of Employment***

Employment shall be based on ministry needs for the area that the employee is assigned. The Pastor, HD Director or Administrator shall determine needs within the ministry goals and limitations given by Session. Seniority, performance, experience and education will be considered in meeting legal and all other requirements in staffing the various church ministries.

## **D. CONDITIONS OF YOUR POSITION**

### ***Hours of Employment***

Normal work hours are determined by the needs of the various ministries as described in the employee's position description. As a church, we have many positions that require work on weekends and particularly Sundays. Regular hours will include sufficient preparation time before and after events and the conduct of customary work sessions. Employees will be paid for and are expected to attend: 1. regularly scheduled team staff meetings and 2. on occasion, when announced previously, after hours meetings and special events.

### ***Holidays***

FPC observes the following holidays: New Years Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following and Christmas Day. The church office and school will be closed on holidays.

### ***Mileage Reimbursement***

Requests for mileage reimbursement for work-related driving shall be made in advance and authorized by the Pastor, HD Director or Administrator. The reimbursement rate will be based on the current federal standard according to the Internal Revenue Service.

### ***Special Additional Employment Considerations***

Employees may also be paid for special projects, conferences, workshops and planning time with their supervisor's prior approval. Full or partial fees and expenses for educational conferences and workshops may be reimbursed to employees based on availability of funding and benefit to the ministry as determined by the Elder responsible for the ministry.

### ***Supervision***

The church's ministries are operated and supervised in different ways in accordance with their needs. The specific supervisor for each position is identified in the employee's position description.

### ***Reassignments***

FPC reserves the right to reassign personnel for reasons such as ministry needs, the strengths of an individual, or as a result of organizational restructuring. In filling replacement positions or positions created by departmental reorganization, resulting in reassignment to a lower level position, a salary reduction may occur.

## ***Position Descriptions***

Each employee will have a position description that is applicable to the position they hold. Position descriptions will be reviewed annually by the responsible Supervisor and the Personnel Commission to assure that they adequately describe the work to be done and goals of the position. While every effort is made to reflect the major responsibilities and tasks of each position, the position description is not an all encompassing list of duties for any position. FPC supervisors, working within authority granted by the Constitution of the PC (USA), The Rules of the Presbytery of the Redwoods and the bylaws and rules of FPC and parameters set by Session shall coordinate and direct all employee activities to achieve the various ministry goals.

## ***Training and Continuing Education***

Regardless of their previous education and experience, employees teaching children and leading the spiritual life of the Church are expected to continue study and training in techniques and methods to provide better ministries. Promotions in responsibility and salary increases may be determined annually, based on evidence of such experiences. Employees are required to provide written confirmation of all coursework and workshops; copies to be kept in the employee's personnel file. Specific professional growth requirements will be made clear to all employees annually and may be reflected on the salary/wage scale.

## ***Employee Records***

A personnel file is to be maintained for all employees and kept in the church office. HD employees' personnel files shall be kept separately from all others and located in the HD office or HD Director's office to allow easy access in the case of state inspection. Personnel files shall contain information such as employee application, payroll data, performance appraisals, and other data pertinent to the employee's work performance. Each employee has the right to review his/her personnel file and may do so by consulting with the Pastor, HD Director or Administrator. Personnel files are confidential and they are open only to the employee, the Pastor, HD Director, Administrator and the Chairperson of the Personnel Commission. The Personnel Commission may discuss specifically identified material in a personnel file if requested to do so by the employee, Pastor, HD Director or Administrator only within Executive Session.

## ***Performance Appraisal***

Supervisors will discuss professional development, expectations and performance guidelines with all staff members regularly and as deemed necessary. Position descriptions and area responsibility guidelines will be given annually to each employee. Each employee will sign a statement indicating an understanding of both the personnel policy and her/his particular position description.

All employees are evaluated at least annually. Evaluations should be completed prior to Session's consideration of the next year's budget. The Pastor, HD Director or Administrator shall see that each employee is evaluated by their supervisor after completing a self-evaluation based on accomplished goals and objectives and the position description. The elder responsible for the area of ministry in which the employee works assists in the preparation and participates in the appraisal discussion. The employee should be given the opportunity to share ideas and concerns as they relate to such matters as personal performance, interpersonal communication strengths or

weaknesses, working conditions, and other matters pertaining to their work assignment and/or performance.

The performance appraisal will be forwarded to the Personnel Commission after completion. Positive performance appraisals and/or conferences do not change the employee's "at will" employment status described in the opening paragraph of this policy.

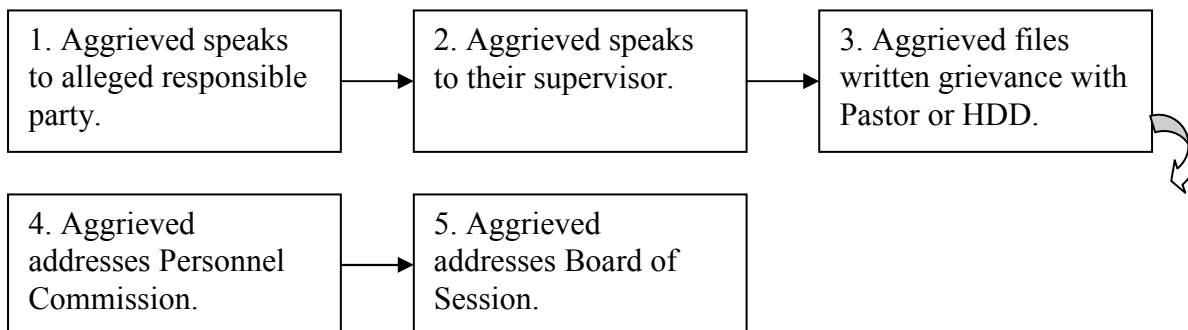
### **Corrective Action**

If, in the course of the year, the employee's supervisor deems it necessary to speak to an employee regarding job performance, the conversation shall be filed in writing in the employee's personnel file. If, in the judgment of the supervisor, the employee does not make an appropriate positive response to the suggestions relating to any concern discussed, the Pastor, HD Director or Administrator and employee shall meet a second time. At the end of the second meeting it shall be shared with the employee that a continued lack of positive response shall be grounds for, and will cause, termination. Prior to the second meeting, the Chairperson of the Personnel Commission shall be advised.

### **Grievance Procedure**

Employees shall have the right to present grievances as to any condition that applies directly to their work environment or ability to meet position expectations. Application of this policy and any other policy, rule or law to the position or employment conditions of an employee is subject to the Grievance Procedure. Decisions made by Session or FPC supervisors that have no direct impact on the employee are not subject to the Grievance Policy. An employee may not file a grievance on behalf of any other employee.

An employee with a grievance must first make an effort to discuss and resolve issues with those immediately involved, usually, the employee with whom they have a grievance (see Matthew 18:15-18). If the situation is not resolved as a result of this meeting, the employee should discuss and resolve issues with their supervisor. If the issue(s) still cannot be satisfactorily resolved, the employee shall file a written grievance with the Pastor, HD Director or Administrator. One copy shall be given to the supervisor and one shall be filed in the aggrieved employee's personnel file. If, within one month, there is no satisfactory response to the grievance, the employee may address the Personnel Commission. If no satisfactory resolution is achieved, the employee may address the Session of the church. The Session shall be the final means of resolution.



Exceptions: If the grievance involves sexual misconduct, harassment or a crime against a child, follow appropriate procedures in those sections of the Sexual Misconduct Policy.

## **E. COMMON DUTIES OF ALL EMPLOYEES**

### ***Children in the Workplace.***

For employees, the church is a place of business. Ordinarily, it is not appropriate for an employee to bring child(ren) to their workplace. Under certain circumstances, it may be permissible for an employee may bring child(ren) to work, but only under the following conditions: the employee's supervisor has given permission, provision is made for responsible supervision of the child(ren), the presence of children does not interfere with the performance of the employee's tasks or the tasks of another employee and does not pose a safety or health risk to anyone in any way.

### ***Conflict of Interest***

Employees are expected to devote their best efforts and attention to the performance of their jobs. Employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an apparent or potential conflict between the employee's personal interests and the interests of FPC. A conflict of interest exists when the employee's loyalties or actions are divided between FPC'S interests and those of another organization. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity or relationship constitutes a conflict of interest should discuss it with their supervisor.

### ***Employees Driving their Personal Vehicles***

All employees who drive and park their personal vehicles do so at their own risk. FPC is not responsible for any accidents, parking violations, traffic citations, injuries or thefts from an employee's automobile or liability incurred by the employee while driving their personal vehicle to and from work. If you drive your personal vehicle in the course of work and you become involved in a traffic accident your claim must first be reported to your own automobile insurance policy. Please check your coverage with your own insurance carrier. FPC does maintain a policy that provides excess liability coverage for personal vehicles driven on FPC business.

### ***Keys***

Please be responsible in the use of church keys entrusted to you in relation to your work assignment. Replacement costs for lost or damaged keys may be charged to you. In addition, misuse of these keys is a violation that may result in corrective actions including termination.

### ***Change of Address, Personal Information***

It is important for you to keep the Church informed of your current address and phone number as well as information changes on W-4 forms, and who to contact in case of emergency, etc. Please provide this information in writing and note the effective date.

### ***Confidentiality***

Personal Information: For your protection, FPC does not respond to telephone or written inquiries requesting addresses or phone numbers of staff, or any other personal or health data that may be in our records. Please be careful in dealing with inquiries of this sort to protect the confidentiality of this information and support FPC policy. If a caller is anxious to contact someone for personal information, offer to take his or her number and have that person return the

call. In this manner, staff has the option of doing so and we have not disclosed confidential information.

Any exceptions relating to the use of personal information are noted on appropriate forms.

### ***Business Information***

During the course of your employment with FPC you may have occasion to handle confidential information of a business, financial or personal nature. It is your responsibility to safeguard this information when in use, file it properly when not in use, and discuss it only with those who have a legitimate business reason to know. Maintaining confidentiality of this information during and subsequent to employment at FPC is an expectation of employment. For certain sensitive positions, FPC may require employees sign a confidentiality agreement at the beginning of their employment and annually thereafter. If there is any question at any time as to whether or not information should be treated as confidential, check with your supervisor before releasing the information in question.

### ***Use of Computers***

FPC has invested substantial assets in order to provide employees access to computers to perform the responsibilities of their jobs. Although many employees are provided computers or access to computers for job-related purposes, all employees should fully understand that the computers, as well as information temporarily or permanently stored or transmitted with the aid of computers, remain the sole and exclusive property of FPC and is subject to access, copying, and use by FPC in any manner it deems appropriate. Employees should not assume any privacy right or interest in any information that is temporarily or permanently stored on the computer, nor should employees anticipate receiving a proprietary interest in any such information.

FPC reserves the right, at all times, and without prior notice, to inspect and search any and all FPC'S computers for the purpose of determining whether this policy or any other FPC policy has been violated, or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. Such inspections may be conducted during or after business hours and in the presence or absence of the employee. FPC reserves the right to install and use Internet filtering software to further protect computers and users from inappropriate use.

An employee may use a church computer for personal use, within reasonable limits. If there are personal documents or personal information on a church computer, the employee is advised to store them on a personal storage device(s), to ensure your privacy. It should be kept in mind that all information stored on a church computer is the property of the church.

In some cases, confidential information of FPC and its congregation may be accessible on or from the computer. Employees are expected to take all steps necessary to protect FPC'S and members' confidential interests in such information and not to allow or cause the dissemination or improper use or exploitation of such information.

In addition, employees should not add or load any software to a computer without the proper approval of FPC nor should they use a computer for any improper or unauthorized purpose.

Inappropriate purposes include, without limitation, downloading proprietary information of others, engaging in inappropriate disclosures or defamatory communications, or engaging in or facilitating competitive activities or activities that are tortuous because they violate or may tend to violate the rights of third parties, FPC, or co-workers.

Employees should not allow or facilitate access to computers of FPC by outside individuals or unauthorized individuals. In addition, no data stored on a computer of FPC may be removed, downloaded or transferred without the approval of your supervisor. Any violations of these policies may result in disciplinary action, up to and possibly including immediate termination.

All Employees responsible for entering data on the computer should maintain back up on all files throughout the day. The Office Coordinator may provide periodic, system-wide back-ups for files that are stored on a computer's main document folder (usually "My Documents" and subfolders) for computers that are part of the FPCP network. Employees are responsible for the protection and maintenance of the computer that is assigned to them.

**Software Updates.** All computers are to be kept up-to-date with current Windows operating system software updates and patches, through Microsoft Update. Each computer should be set to update Windows software automatically.

**Protection from computer viruses and spyware.** Each computer that connects to the Internet must run office-installed software for protection from viruses, spyware and other problems. The settings should allow this software to update itself at least weekly, and scan for viruses, spyware and other problems at least weekly. The Office Coordinator is responsible to keep subscriptions up-to-date. Please alert the Office Coordinator if your computer's software subscription expires.

## **F. EMPLOYEE COMPENSATION**

### ***Amount of Salary and Pay***

Salaries or hourly pay for each employee are established or reviewed annually by the Pastor, HD Director or Administrator with recommendation by the Personnel Commission and approval by Session. Salaries will be based upon responsibilities outlined in the position description. Annual salary or hourly wage increases will be commensurate with increased job responsibilities, education and job performance. All increases must be recommended by the Personnel Commission and approved by Session.

### ***Payroll Procedure***

Paychecks shall be issued on the 15th and last day of each month. If the 15th or the last day of the month falls on a Saturday or Sunday or a holiday, employees will be paid on the Friday before payday. FPC is required by law to withhold all applicable Federal and State taxes. Direct deposit is available upon request.

### ***Retirement Savings Plan***

A Tax Sheltered Annuity Program (403b Plan) may be established for employees. The employee may choose to add to this account at each payroll period. The church has no obligation to contribute to these accounts.

## **G. EMPLOYEE BENEFITS**

### ***Personal Day***

All employees working 20 or more hours per week are entitled to one personal day to be authorized with two weeks advance notice. The personal day must be used each year and can not be accumulated. Employees may opt to be paid for the unused personal day.

### ***Vacation***

All employees working year round (10 months) and 10 or more hours per week are entitled to paid vacation. Vacation is accrued in a linear fashion and may not be used during the first six months of employment. The HD Director or Administrator or Pastor approve all staff vacation time, except that requested by the HD Director, which shall be approved by the Administrator or Pastor. One month's advance notice is preferred, with at least two weeks notice required. Vacation periods and pay will be based on the employee's normal work week and wage.

HD employees taking more than three days vacation at one time should take this time in August when HD is not in session.

Employees are entitled to paid vacation in accordance with the following schedule. If used in daily increments, staff, whose main workday is Sunday, is limited in the number of Sundays they may take as vacation.

From date of hire through 4 years:	2 weeks per year	(≤ 3 Sundays)
From the 5th anniversary through 9 years:	3 weeks per year	(≤ 4 Sundays)
From the 10th anniversary on:	4 weeks per year	(≤ 5 Sundays)

The Church Bookkeeper will maintain a continuous record of vacation use, accrual and balance for each employee.

Employees may accrue a maximum of 150% of their annual vacation allowance. Failure to observe this limit will result in the loss of vacation leave. Specific exceptions approved in writing by the Pastor, HD Director or Administrator may be granted.

Time off for the Pastor shall be approved by the Personnel Commission. Ordained Pastoral Staff will receive annual paid vacation time of one (1) month if taken without interruption. If used in increments, ordained pastoral staff may take 23 work days including no more than five (5) Sundays.

### ***Sick Leave***

All employees working 32 hours or more per week shall be entitled to ten (10) equivalent working days of paid sick leave annually unless otherwise stated in the job description. Sick leave may be accumulated to a maximum of thirty (30) working days. Employees working 20-34 hours per week shall be entitled to five (5) equivalent working days of paid sick leave annually unless otherwise stated in the job description.

Sick leave is granted for time off due to illness or necessary office calls for medical, ocular, dental or psychological counseling for the employee or their immediate family living with them.

When employment is terminated, employees may not claim cash for unused sick leave days. Sick leave may not be counted for time lost because of an injury on the job, as this circumstance is covered under Worker's Compensation benefits.

### ***Maternity Leave***

Non-paid maternity leave may be granted to an employee for a total of three months. Earned or accumulated sick leave or vacation may be used as maternity leave. Absence beyond the agreed upon duration of the maternity leave shall be on the basis of leave without pay with prior approval of the supervisor.

### ***Unpaid Leave***

All employees may request unpaid leave to be granted by the Pastor, HD Director or Administrator with reasonable notice. Unpaid leave shall not exceed 180 calendar days in any one year or for any one period.

### ***Health Insurance Benefits***

Health insurance will be provided for full-time (32 hours or more), year-round (10 months) employees. Part-time employees working year round (10 months) and 20 or more hours per week, will be provided access to health insurance benefits. FPC shall contribute to those health insurance premiums as funded by the Session within the annual budget. An employee may choose a plan with greater benefits, provided that the employee pays the premium difference.

Should an employee leave employment of FPC, any prepaid benefit cost shall be deducted from the employee's final pay check, or if exceeding that sum, repaid by the employee.

### ***Disability Insurance Benefits***

All employees working 20 or more hours per week shall be provided disability insurance benefits.

### ***Workers Compensation Insurance***

FPC carries Worker's Compensation Insurance which insures employees against injury that is job related. Injury received during work should be reported immediately to the Pastor, HD Director or Administrator, treatment sought and the proper forms completed and sent to the insurer as soon as possible.

## **H. CONCLUSION OF EMPLOYMENT**

### ***Employment Termination***

Employees working *at will* may resign at any time. Two week's notice should be given to the employee's immediate supervisor.

The Session shall approve any employee termination that is FPC's decision. If an employee is dismissed because of the church's decision, there shall be a written report filed in the employee's personnel file describing the circumstances and grounds for the cause of dismissal. Copies of the report shall be given to the employee prior to his/her dismissal and to the Personnel Commission. Normally there will be no severance pay for dismissal for cause.

## ***Procedure for Discontinuing Employment***

Employees are expected to return their copies of this manual and all church property to their supervisor before employment ends. Keys and all sensitive material must be accounted for at that time. Any personal information kept on FPC computers must be deleted once an employee leaves. The duty to keep FPC and HD matters dealing with personnel and other sensitive areas confidential is a requirement of employment and lasts after employment ceases.

## **I. Policy Exceptions**

Nothing in this policy shall replace the duties, obligations, standards and privileges written for all members of FPC by the General Assembly, the Presbytery of the Redwoods or the Standing Rules of the Session of FPC.