

# **PERSONNEL POLICIES**

(Revised August 2017)

## **I. Equal Employment Opportunity**

Lake Hills Presbyterian Church will recruit, hire, call, train, and promote all persons in all job classifications without regard to race; creed; color; national origin; gender; age; marital status; religious affiliation, except when after careful study religious affiliation is determined to be a bona fide occupational qualification; or physical, mental, or medical disability (including non-sighted) unrelated to the ability to engage in job-related activities.

## **II. Process of Employment**

1. A written job description that accurately reflects the job functions will be developed by the Pastor Nominating Committee or the Personnel Committee, depending on the position to be filled. It must be approved by the appropriate governing body (e.g. Session or Presbytery).
2. If the position is advertised, the job notice shall state that the Lake Hills Presbyterian Church is an equal opportunity employer. It may not carry such phrases as “minority preferred,” or “females will be given particular favor in interviews.”
3. The equal employment opportunity policy of the church shall be followed in consideration of applicants for interviews and employment.
4. References shall be kept for six months only from the date of employment in order to comply with the legal requirements for equal employment opportunity. They should be destroyed thereafter.
5. Care should be taken during the interviews to see that the privacy of the individual is protected. All questions shall be job-related. Job descriptions will be reviewed during the interview process.
6. Job descriptions will be discussed with new staff members upon employment and revised as needed. Revisions must be approved by the Session.

## **III. Benefits**

1. Social Security

All non-ordained personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee’s share of the tax is withheld from the wages of lay staff. For ordained staff the regulations and procedures of the Board of Pensions shall be followed.

2. Vacation

A vacation with pay is provided for all staff members.

Non-ordained staff members are eligible for vacation during the calendar year as follows:

- Employed 6 months up to 1 year ..... 5 work days
- Employed 1 year up to 5 years ..... 10 work days
- Employed 5 years up to 10 years ..... 15 work days
- Employed over 10 years ..... 20 work days

The length of vacation for ordained staff shall be determined by the Terms of Call.

Vacation guidelines shall be as follows with Session approval:

1. If a holiday observed by the Presbytery of East Tennessee falls during an employee's vacation time, that day will not be deducted from the employee's earned vacation.
2. Vacation time may be taken at intervals during the year.
3. Vacation time must be coordinated through the pastor and with that of other staff members in order that the work may be maintained.
4. Part-time staff are eligible to receive vacation in proportion to hours worked.

### 3. Holidays

All holidays to be observed by Lake Hills Presbyterian Church personnel shall be determined by the pastor and Personnel Committee. Lake Hills Presbyterian Church will normally observe the holidays of the Presbytery of East Tennessee calendar. A holiday which occurs on Sunday will be observed on the following Monday, and a holiday which occurs on Saturday will be observed on the preceding Friday. Currently approved holidays are:

- New Year's Day
- New Year's Eve, one-half day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Martin Luther King Day
- President's Day
- Thanksgiving Day and the day after
- Christmas Eve, one-half day
- Christmas Day

### 4. Worker's Compensation

All Lake Hills Presbyterian Church staff in all locations shall be covered by workers' compensation insurance to provide for benefits in case of an on-the-job accident.

## 5. Sick Leave and Personal Leave Days

All employees will receive 12 working days of sick leave each calendar year. Sick leave may be used for personal illness, illness of a member of the immediate family for whom the employee must provide care, and medical appointments (medical, dental, vision, etc.). Two of these days may be used as personal leave days. Sick leave entitlement during the first year of employment will be prorated according to length of employment. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave.

## 6. Disability

Disability is considered to be temporary separation due to physical or emotional inability to function on the job. The decision to grant leave shall be made by the personnel committee in consultation with the pastor and subject to the approval of the Session.

## 7. Leaves of Absence with Pay

The pastor is authorized to grant leave to staff in connection with personal and family emergencies and ordained responsibilities.

## 8. Leaves of Absence Without Pay

Leaves of absence without pay, up to six (6) months, may be provided with the approval of the pastor and the Personnel Committee, subject to the approval of Session.

## 9. Family Leave

A staff member who is the primary caregiving parent of a newborn or newly adopted child in the family may take a maximum of 12 consecutive weeks of maternity leave following any one birth or adoption event. Six (6) weeks of maternity leave will be paid and an additional six (6) weeks of leave may be taken using a combination of unpaid leave and accrued vacation days.

A staff member who is the non-primary caregiving parent of a newborn or newly adopted child in the family may take a maximum of 3 weeks of parental leave within the 3-month period following any one birth or adoption event. One (1) week will be paid and up to an additional two (2) weeks of leave may be taken without pay; this leave may be taken non-consecutively

Eligible staff members include those who work 30 hours or more per week and have been employed for at least one year prior to requesting a maternity or parental leave. Thirty (30) days' notice prior to the expected leave is encouraged and should be submitted for approval by the pastor, personnel committee and Session.

#### **IV. Dismissal for Cause**

The reasons for dismissal for cause shall include but not be limited to the following:

1. Unsatisfactory performance
2. Insubordination in the line of assigned duties
3. Neglect in the care and use of Lake Hills property and funds
4. Repeated, unexcused absence and/or tardiness
5. Substance abuse
6. Illegal, dishonest or unethical conduct
7. Sexual misconduct (as defined by the Presbytery of East Tennessee sexual misconduct policy).
8. Repeated failure to observe employer policies
9. Non-conformance with the Constitution of the Presbyterian Church (USA)

Discharge of any staff person is always considered to be an action of last resort taken after remedial measures have been proven ineffective or when the staff member's conduct is such as to preclude further service. Written documentation is required prior to recommendation for dismissal. Dismissal is subject to the complaint procedure that states that the personnel committee of the Session will mediate staff problems when requested by the pastor, a staff person, or members of the congregation.

#### **V. Annual Performance Review**

Every employee shall go through an annual performance review process with the participation of the employee, supervisor, and/or member of the appropriate committee with oversight by the Personnel Committee.

During the first week of October, an Annual Performance Appraisal Form will be completed by the following appropriate persons as enumerated in A through G. These forms should be submitted to the Chair of the Personnel Committee no later than the third week of October.

10. The chairs of all Session Committees and Clerk of the Session will each complete an Annual Performance Appraisal Form for the Pastor.
11. The Pastor and the Director of Christian Education will each complete an Annual Performance Appraisal Form for the Administrative Assistant.
12. The Chair of Christian Education and the Pastor will each complete an Annual Performance Appraisal Form for the Director of Christian Education.

13. The Chair of Worship, the Organist, and the Pastor will each complete an Annual Performance Appraisal Form for the Music Director.
14. The Chair of Worship, the Music Director, and the Pastor will each complete an Annual Performance Appraisal Form for the Organist.
15. The Pastor, the Chair of Christian Education Committee and the Director of Christian Education will each complete an Annual Performance Appraisal Form for the Nursery Worker.
16. The Pastor and the Property Chair will each complete an Annual Performance Appraisal Form for the Custodian.

The Personnel Committee will compile the Annual Performance Appraisal Forms for all employees and complete one Annual Performance Review Form for each person. The Pastor and the Personnel Committee Chair will be responsible for personally conducting the individual evaluations with each employee except for the Pastor whose evaluation will be completed by the Chair of the Personnel Committee.

## **VI. Annual Compensation Review**

The Personnel Committee is responsible for bringing a motion before Session recommending all salary increases. Salary levels shall be maintained so that they are consistent internally, responsive to changes in the cost of living, and consistent with the church's compensation standards.

Compensation for all ordained staff members is the responsibility of the congregation with the approval of the Presbytery.

# Annual Performance Appraisal Form

Name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

**Rating Categories:**

- Exceeds Expectations – Work performance is consistently above the standards for the position
- Meets Expectations – Work performance consistently meets the standards for the position
- Does Not Meet Expectations – Work performance does not meet the standards required and must be improved within a designated time frame

Performance Category – For each of the categories, rate the employee using the values described above.	Rating	Comments
<b>JOB KNOWLEDGE</b> Demonstrates knowledge of church policies and procedures; competent with technology tools (computer programs, software, apps) necessary to complete job duties		
<b>WORK QUALITY</b> Completes responsibilities and duties as assigned and in a dependable, efficient manner; shows initiative to ensure tasks are completed on time; demonstrates good judgment and decision-making skills		
<b>INTERPERSONAL/COMMUNICATION SKILLS</b> Interacts effectively, courteously and respectfully with church members and staff; accepts constructive feedback; shares information in a clear and timely manner		
<b>PUNCTUALITY/ATTENDANCE</b> If office hours or a defined schedule is maintained, reports to work on time; is accessible as needed so that job duties can be successfully performed		

Completed by: \_\_\_\_\_

# Annual Performance Review Form

Name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

**Rating Categories:**

- Exceeds Expectations – Work performance is consistently above the standards for the position
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<b>INTERPERSONAL/COMMUNICATION SKILLS</b> Interacts effectively, courteously and respectfully with church members and staff; accepts constructive feedback; shares information in a clear and timely manner		
<b>PUNCTUALITY/ATTENDANCE</b> If office hours or a defined schedule is maintained, reports to work on time; is accessible as needed so that job duties can be successfully performed		
<b>EMPLOYEE COMMENTS:</b>		

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_