

# Personnel Policy



**New Goshenhoppen**  
United Church of Christ

## **Preamble**

The New Goshenhoppen United Church of Christ is established with the avowed purpose to worship God, to preach the gospel of Jesus Christ, and to celebrate the Sacraments; to realize Christian fellowship and unity within this church and the church universal; to render loving service toward humankind; and to strive for righteousness, justice and peace. The purpose of the Personnel Policy is to define the personnel administration provisions of the New Goshenhoppen United Church of Christ; to provide for the administration of policy; and to insure that the employment, supervision, development, recognition and separation of all New Goshenhoppen United Church of Christ employees are fair, uniform, and within the guidelines of the Constitution and Bylaws of the New Goshenhoppen United Church of Christ.

The Church appreciates the substantial contribution of staff to its well-being, and in turn seeks to make employment in the New Goshenhoppen United Church of Christ rewarding both professionally and personally. The New Goshenhoppen United Church of Christ is committed to a work environment in which relationships are characterized by dignity, courtesy, respect, and equitable treatment. Through the formulation and administration of its Personnel Policies and practices, the New Goshenhoppen United Church of Christ seeks to reflect this commitment.

These employment and personnel policies will be reviewed by the Personnel Committee at least every five years. All additions, revisions, or withdrawals shall be recommended by the Personnel Committee and approved by the Consistory.

In issuing this policy, the New Goshenhoppen United Church of Christ neither waives nor relinquishes its First Amendment Right to the Free Exercise of Religion. Nothing herein shall be construed to imply that the New Goshenhoppen United Church of Christ consents to the jurisdiction of any civil court or agency. Nor is anything herein to be considered as a promise or consideration for employment. The Consistory maintains the right to unilaterally revise or withdraw this policy without notice.

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## **Employment**

### Equal Opportunity Employer

1. New Goshenhoppen United Church of Christ is an Equal Opportunity Employer. We affirm a moral and legal commitment to support and to implement a program of equal employment opportunity for all, and shall not discriminate against any employee or applicant because of race, color, national origin, sex, age, sexual orientation, or handicap/disability.
2. A job applicant or employee who is otherwise capable of doing the job will not be discriminated against by the employer or dismissed from employment because of disease.

### Criminal Background Checks

1. Prior to employment and as required by State and Federal Law, a Criminal History Check and Child Abuse Check no older than 90 days, must be submitted to the Church and must be kept in the Church office.
2. A Criminal History Record and Child Abuse Check must be renewed according to applicable law.

### Americans with Disabilities Act (ADA)

1. The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.
2. It is the policy of the Church to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.
3. The Church will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the Church. Contact your immediate supervisor, the Senior Pastor, or the Personnel Committee with any requests for accommodation.

## Probation Period

1. All new non-ordained employees shall serve a 90-day probation period. The purpose of this period is to enable the immediate supervisor to determine if the employee meets the qualifications of the position and to allow the employee to determine if the position is suited to him/her. Every effort will be made to help the employee acclimate to the new responsibilities.
2. At the conclusion of the probation period, the employee's performance will be evaluated by the immediate supervisor and a determination will be made to either continue or terminate employment. Should the decision be made to terminate employment, the termination will be in writing and fully explained to the employee.

## Code of Conduct

Disciplinary action up to, and including discharge, depends on the nature and the severity of the infraction and will be taken after proper review of acts such as the following are committed:

1. Supplying false information on employment applications or other church records or the misuse of any such records.
2. Any form of unlawful discrimination or harassment.
3. Excessive absenteeism or tardiness.
4. Failure to follow instructions or other forms of insubordination.
5. Sleeping, malingering or other types of inactivity on the job.
6. Fighting with, assaulting, or threatening other employees or visitors.
7. Stealing, misuse, or misappropriation of employee or church property.
8. Intentional or negligent misuse of and/or damage of tools, equipment or other property owned by the church, other employees, or visitors.
9. Use, possession of or being under the influence of alcoholic beverages on church property with the exception of the farmhouse and the parsonage.
10. Use, possession of or being under the influence of unlawful drugs on church property.
11. Carrying, possessing, using or concealing weapons on church property except in the farmhouse and the parsonage.

12. Gambling on church property.
13. Poor quality or amount of work produced.
14. Violation of no solicitation and distribution rules.
15. Leaving the job during working hours, for personal reasons, without making appropriate arrangements.
16. Misrepresenting the facts when applying for a leave of absence or other time off from work.
17. Disregarding safety rules or common safety practices.
18. Inefficiency and/or negligence in the performance of assigned duties.
19. Engaging in illegal or indecent conduct.
20. Sharing confidential and other privileged information.
21. Violation of Ordination Vows (for Ordained staff).

The above list is neither exhaustive nor all-inclusive. Employment is at will and the church reserves the right to revise this code of conduct as needed and to take whatever action is necessary to resolve a problem.

## **Problem Resolution**

To ensure supervisors and all staff persons a fair hearing when there are legitimate grievances, the Church shall employ the following problem-solving procedures:

### **Problem Resolution by an Employee**

1. All staff may resort to problem-solving procedures when a problem seems irresolvable. Should disagreements of any nature arise, staff may elect, through this problem solving policy, to have the matter impartially evaluated at successively higher levels of review, to and including the Consistory. The decision by the Consistory is final and irrevocable.
2. Staff persons who have a problem shall bring their grievance to their immediate supervisor. If the problem is not satisfactorily resolved then either staff person may take the problem to the Senior Pastor. If the staff person feels that his/her problem cannot be fairly dealt with by the Senior Pastor, he/she may request a hearing before the Personnel Committee. If he/she feels that the problem has still not been fairly dealt with by the Personnel Committee, he/she may request a hearing before the Consistory, but only after review and decision by the Personnel Committee.

## Resolution Path for Poor Performance of an Employee

1. A consultation with the immediate supervisor and the Personnel Committee will be called for if an employee fails to perform duties listed in their job description, or fails to comply with the Church's Code of Conduct.
2. Recommendations will be made by the immediate supervisor and the Personnel Committee for corrective action and/or suspension or termination of employment.
3. If corrective action is recommended, a review of performance will occur in a reasonable time to evaluate whether further action is necessary.
4. For Ordained staff in violation of Ordination Vows, the Personnel committee will seek guidance from the Ursinus Association or the Pennsylvania Southeast Conference and UCC appropriate resources to oversee and conduct a Fitness for Ministry Review.

## **Prohibition Against Workplace Harassment**

### Sexual Harassment

1. It is the policy of this Church that all employees are entitled to work in an environment free from all forms of illegal discrimination including that which is based upon a person's sex. Accordingly, any practice or activity which constitutes sexual harassment is strictly forbidden within the Church and shall, if substantiated in accordance with this policy, result in disciplinary action.
2. Sexual harassment is any undesired or repeated verbal or physical sexual advance, sexually explicit derogatory statement or sexual discriminatory remark made by someone in the workplace which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's work performance.
3. No person filing a complaint under this policy or who legitimately assists another in the prosecution of any such complaint shall be subjected to retribution or retaliation of any kind for doing so.
4. Due to the serious and private nature of this offense, false accusations of sexual harassment are, and will be treated as, a disciplinary offense and will result in the same level of punishment as that applied to one who engages in such behavior.
5. Persons who believe they are victims of sexual harassment in connection with their work are encouraged to seek prompt and satisfactory disposition of the complaint through the problem solving procedure outlined herein.

## Harassment

1. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.
2. Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the Church, on work time or using Church equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.
3. These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the Church staff.
4. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during church related conferences, meetings and any other church-related events.
5. It is the policy of this Church that all employees are entitled to work in an environment free from harassment. The Pastoral Staff will provide appropriate support, in the event of harassment. If necessary the Personnel Committee will become involved in the process

## Complaint Process

1. Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, the Senior Pastor, or the Personnel Committee.
2. When possible, the Church encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. The Church recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.
3. The Church encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained.



4. Any reported allegations of harassment, discrimination or retaliation, that cannot be resolved, will be investigated and documented promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. False and malicious complaints of harassment, discrimination or retaliation are subject to appropriate disciplinary action.
5. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.
6. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated, documented, and addressed.

## **Compensation**

### How Salaries are Determined

1. Initial salaries are determined by experience, education, and job description, as recommended by the Personnel Committee and appropriate committees or task forces.
2. The Personnel Committee shall recommend salary adjustments of all staff. Salary adjustments shall be determined through the budgetary process under the supervision of the Finance Committee.

### Time Card Policy

1. Each hourly employee shall complete a time card for each pay period.
2. The employee will list the days and number of hours per day he or she worked.
3. The employee will sign the time card and hand it in to his or her supervisor.
4. The employee's supervisor will verify the days and hours worked and initial the time card.
5. The supervisor will forward the time card to the Bookkeeper by the Tuesday after the pay period ends.
6. In the event a supervisor is not available to verify the hours of an employee, arrangements should be made ahead of time for someone else to verify the hours.
7. The process outlined above may be completed through e-mail, with the understanding that the days and hours worked will be listed. The supervisor will write a note in the e-mail to the Bookkeeper verifying the hours and days worked.

## Overtime Pay

1. Overtime pay shall apply to hourly workers only. Employees receiving a fixed salary will not receive overtime pay. Hourly staff persons may be called on to work beyond regular hours. The Church does not pay overtime salary automatically.
2. Additional pay or compensatory time off for extra work shall be agreed to by their immediate supervisor before the work is done.
3. Overtime pay will be paid at a rate equal to 1.5x the hourly rate for hours worked beyond 35 hours.

## **Employee Classifications**

Employee benefits are described in later sections of the Personnel Policy based on whether an employee is classified as Full-Time vs. Part-Time, and whether they are Ordained Staff vs. Non-Ordained Staff.

### Full-Time vs. Part-Time Status

1. The following employees are classified as Full-Time: Senior Pastor, Co-Pastor/Associate/Assistant Pastor, Director of Christian Education, Administrative Assistant, Sexton/Caretaker.
2. All other employees are considered Part-Time.

### Ordained Staff

1. The Senior Pastor's immediate supervisors are the Church Elders. He/she is responsible for five major areas in the life of the congregation - worship leader, pastoral care, community/wider church involvement, administrator/supervisor, and parish teacher and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.
2. The Co-Pastor will work collegiately with the Senior Pastor. The Co-Pastor's immediate supervisors are the Church Elders. He/she is to coordinate major activities with the Senior Pastor, and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.
3. The Associate/Assistant Pastor's immediate supervisor is the Senior Pastor. He/she is to coordinate major activities with the Senior Pastor, and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.

## Education and Youth Ministry Staff

1. The Director of Christian Education's immediate supervisor is the Senior Pastor. He/she is primarily responsible for developing Christian Education, and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.
2. The Director of Nursery School's immediate supervisor is the Senior Pastor. He/she is responsible to plan, coordinate, and manage all the affairs of the Nursery School and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.
3. The Nursery School Teacher's immediate supervisor is the Director of Nursery School. He/she is responsible for planning and teaching pre-school curriculum and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.
4. The Nursery School Aide's immediate supervisor is the Director of Nursery School. He/she is responsible for assisting Nursery School Teachers with the pre-school curriculum and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.
5. Substitute Teachers & Aides may be hired to fill any position for a long term absence. Substitute Teachers and Substitute Aides must exhibit qualities in accord with the Nursery School's standards.
6. The Nursery School Director will be responsible for making arrangements for long-term absences.
7. Nursery School staff members will arrange among themselves coverage for short-term absences.
8. The Nursery School Director must always be informed of absences and coverage.
9. The Camp Director's immediate supervisor is the Senior Pastor. He/she is responsible to plan, coordinate and manage the Church's outdoor camping programming and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.
10. The Camp Counselors immediate supervisor is the Camp Director. He/she is responsible for executing the outdoor camping program and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.

## Office Staff

1. The Administrative Secretary's immediate supervisor is the Senior Pastor. He/she is responsible for the administration of the church office center and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.
2. The Secretary's and Support Secretary's immediate supervisor is the Administrative Secretary. He/she is responsible for all tasks assigned by the Administrative Secretary or as requested by the Pastors, and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.
3. The Financial Secretary's immediate supervisors are the Treasurer and the Senior Pastor. He/she is responsible for maintaining financial records and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.
4. The Bookkeeper's immediate supervisors are the Treasurer and the Senior Pastor. He/she is responsible for keeping an accurate accounting of the church finances and for carrying out the directions of the Finance Committee, and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.

## Buildings & Grounds Staff

1. The Church Sexton/Caretaker's immediate supervisor is the Senior Pastor. He/she is responsible for the general maintenance and upkeep of all church property, and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.
2. The Assistant Sexton's/Caretaker's immediate supervisor is the Church Caretaker. He/she is responsible for all tasks assigned by the Caretaker, and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.
3. The Housekeeper's immediate supervisor is the Church Caretaker. He/she is primarily responsible for the care and maintenance of the Christian Education Building, and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.
4. The Youth Summer Helper's immediate supervisor is the Church Caretaker and is responsible for the care and maintenance of the property, and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.

## Music Staff

1. The Director of Music's immediate supervisor is the Senior Pastor. He/she is responsible to oversee the church music program and oversee the direction of all New Goshenhoppen Church choirs and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.
2. The Organist's immediate supervisor is the Director of Music. He/she is responsible for providing Organ music during worship services and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.
3. The Assistant Accompanist's immediate supervisor is the Director of Music. He/she is responsible for providing accompaniment to the choirs and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.
4. The Director of Music is the immediate supervisor of all choir directors. He/she is directly responsible to lead the designated choirs and such other duties or responsibilities as may be assigned to him/her as is more fully described in the most recent job description approved by Consistory.

## **Employee Benefits**

### Paid Holidays for Full-Time Employees

1. Full-Time Employees receive the following paid holidays: New Year's Day; Easter Monday; Memorial Day; Independence Day; Labor Day; Thanksgiving; the Friday after Thanksgiving, Christmas, and the day after Christmas. When the holiday falls on a weekend, the compensatory day will be taken as appropriate.

### Paid Vacations for Full-Time Non-Ordained Staff

1. After the first six months of employment, Full-Time Non-Ordained staff is given five days of vacation with pay.
2. After one year, they are given an additional five days with pay.
3. For years 2, 3, 4, and 5, the employee will have 10 vacation days with pay.
4. After five years of continuous service, the employee will have 15 vacation days.
5. After fifteen years, the employee will have 20 vacation days with pay.

6. Vacation days accrue on a calendar date basis. Vacation days must be taken within the calendar year, unless approved by the Senior Pastor.
7. Holidays falling within vacation time are not credited as additional days of vacation. Extra pay in lieu of vacation is not permissible.
8. No vacations may be taken during the time of the Annual Meeting of the Church, Christmas, Easter, or within seven days prior thereto, without the approval of the Senior Pastor.
9. Vacation schedules for non-ordained staff persons are to be arranged with the Senior Pastor.

### Paid Vacations for Full-Time Ordained Staff

1. A paid vacation, as provided in their call or covenant documents, is provided for all Full-Time Ordained staff each year. Said days may be taken in daily increments.
2. Vacation schedules are to be arranged with the Senior Pastor.
3. All yearly vacation days are to be taken within the calendar year unless approved by Church & Ministry.

### Retirement

1. The Retirement policy shall be in keeping with that of the Pension Board of the United Church of Christ for all Full-Time employees & the Nursery School Director in the Annuity Fund.
2. The percentage of salary contribution made to the Full-Time employee's & the Nursery School Director's retirement fund will be set prior to employment, in consultation with the Personnel and Finance committees.

### Health and Dental Insurance

1. Health and Dental Insurance in the Health and Dental Insurance Programs of the United Church of Christ shall be offered to all Full-Time employees.
2. Health and Dental Insurance is offered to each full time employee with the full cost paid for by the church.
3. If health insurance is available to spouses through their employment, they shall be required to use that coverage.
4. If health insurance is not available to spouses through their employment, the spouse's and the family's insurance may be purchased by the employee through payroll deductions.
5. For employees with children, the children's insurance may be purchased by the employee through payroll deductions.

## Workman's Compensation

1. All staff is covered in accordance with the laws of the Commonwealth of Pennsylvania.

## Disability/Life Insurance

1. The Full Time Staff is covered under the Family Protection Plan, a long-term disability insurance, and Group Life Insurance.

## Housing Allowance

1. Ordained staff members with or without a parsonage may designate a portion of their base salary as housing allowance in accordance with IRS regulations and recorded by Consistory.

## Social Security

1. The Church will provide for each ordained staff member an amount equal to 50% of the Social Security and Medicare tax. Ordained staff maintains the status of Self Employment as the law pertains to Social Security, Unemployment Compensation, and Worker's Compensation.
2. Non-ordained Staff are covered under the applicable provisions of the Federal Social Security Law.

## Sabbatical Leave

1. The Ordained staff shall be eligible for sabbatical leave for the purpose of spiritual, professional growth, and intellectual enrichment after six continuous years of employment at New Goshenhoppen UCC.
2. Sabbatical leave may be granted by Consistory for three months with full pay.
3. The Pastor seeking sabbatical shall be in consultation with the other Pastor and the Church & Ministry Committee. He/she shall submit a proposal for such a leave in writing to the Church & Ministry Committee minimally six months prior to the starting date of the sabbatical.
4. All sabbatical leaves must be approved by the Church & Ministry Committee and the Consistory.
5. As a general rule, only one Pastor should be away on a sabbatical leave at any one time.

6. Regular vacation time of up to one month may be added to a sabbatical leave with the approval of the Consistory.
7. Sabbatical leave may not be accrued for terminal pay purposes.
8. Sabbatical leave shall not be cumulative.
9. No staff to whom sabbatical leave has been granted shall be permitted, while on such leave, to accept remuneration employment or to engage in professional practice or work for which he/she receives pecuniary compensation, except as such employment practice or work shall be negotiated in advance with and approved by the Church & Ministry Committee.
10. Sabbaticals are taken with the intention of service to the church for a least one year after the sabbatical has been concluded.

## Training and Development

1. The Ordained staff is encouraged to further their professional education and training. Arrangements for such continuing education shall be made in consultation with the Church & Ministry Committee.
2. Nursery School employees are expected to continue their training in their respective fields. This in-service training may include such things as visiting other pre-school or classroom situations, observing a particular style of program, attending class/workshops/seminars, and employees should be being trained in skills such as CPR, First Aid, and other modes of care. Costs for authorized in-service training will be absorbed by the Church within the allocated yearly budget. The continued study and training may take place on the employee's own time outside of regular work hours or as recommended by the Nursery School Director. In-service training time is built into the yearly calendar.
3. Other employees are encouraged to develop skills in their respective areas. Costs authorized by their immediate supervisor for training will be absorbed by the Church within the allocated yearly budget.

## **Leaves of Absence**

### Serious Health Condition

A serious health condition is an illness, impairment, or physical or mental health condition that involves any period of incapacity in conjunction with in-patient care, including treatment in a hospice, hospital, or residential care facility; requiring absence from work of more than three consecutive calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider; due to a chronic condition that requires treatment by (or under the supervision of) a health care provider or a long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days.



## Medical Leave

1. Paid leave of absence for Medical Leave may be taken by Full-Time employees, the Director of the Nursery School, and the Director of Music.
2. Medical leave may be taken for personal illness.
3. In the event of a Serious Health Condition, up to 6 weeks (30 business days) paid leave may be used per year.
4. All medical leaves must be evaluated and approved by the Senior Pastor.
5. Other medical leaves: further negotiations are possible if special circumstances indicate the need. All such requests will be reviewed by the Senior Pastor and the Personnel Committee.

## Personal Leave

1. Leave of Absence for a Full-Time employee who is not able to continue employment, or who chooses to interrupt his/her employment, may be granted by Consistory with no remuneration.
2. Leave of Absence for a Part-Time employee who is not able to continue employment, or who chooses to interrupt his/her employment may be granted by the Personnel Committee with no remuneration for a 3-month period.

## Family Leave

1. Maternity, Paternity, and Adoption Leaves may be taken for six to eight weeks beginning after the birth or arrival of the children. Full-Time employees will receive full medical benefits. However, they will not be paid their salary. All such requests will be made to the Senior Pastor and taken to the Personnel Committee.

## Bereavement Time

1. Up to four days may be taken when a death occurs in the immediate family. Immediate family includes spouse, partner, children, step-children, parents, step-parents, mother-in-law, father-in-law, sister, brother, grandchild, grandparents, sister-in-law, or brother-in-law. Full-Time employees will receive full pay and benefits. Part-Time employees will not receive remuneration.
2. Additional time, if needed, due to particular family situations may be granted in consultation with the Senior Pastor.
3. If the circumstances pertain to the Senior Pastor, approval is given in consultation with the Personnel Committee.

## Jury Duty

1. Jury Duty time will be considered an excused absence. Staff members who are called for jury duty will notify their immediate supervisor so that arrangements can be made for their absence. The Church will continue to pay salaries at the regular rate. Any compensation received for jury duty may be retained by the staff.

## **Departure**

1. A non-Ordained staff person who wishes to resign shall give two weeks' notice in writing to the Senior Pastor.
2. A non-Ordained staff person shall be given up to fourteen (14) days' notice of termination in writing for part time employees and up to 60 calendar days' notice of termination in writing for full time employees after review by the Personnel Committee and Consistory.
3. The Consistory shall have the right to terminate non-Ordained staff immediately for failure to comply with the Church's Code of Conduct.
4. Accrued unused vacation allowance for the current year for Full-Time staff shall be paid upon termination pro-rated on a monthly basis.
5. Ordained staff shall be expected to provide the Consistory sixty (60) days' notice in writing of their intention to terminate their employment with the Church.
6. Ordained staff shall be given sixty (60) days' notice of termination of employment in writing from the Consistory.
7. The Consistory shall have the right to suspend, for up to three weeks with pay, an Ordained staff member immediately for failure to comply with the Church's Code of Conduct pending investigation.
8. Accrued unused vacation allowance for the current year for Ordained staff shall be paid upon termination at the rate of two and one half (2 1/2) days per month.
9. Involuntary termination of employment shall be either by violation of office or inadequate performance of assigned duties
10. No sick leave accrual is given upon termination.

## **Revisions of this Policy**

This policy may be revised by action of the Consistory upon recommendation of the Personnel Committee.

### Revision History

1. Originally adopted by Consistory: March 20, 2000
2. Revised and adopted by Consistory: June 11, 2008
3. Revised and adopted by Consistory: July 27, 2015