

**Personnel Policies
and
Procedures
Handbook**

**Bayside Presbyterian Church
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Welcome

Welcome to Bayside Presbyterian Church! We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts, talents and special abilities you bring to this ministry and we are committed to helping you achieve your highest level of service for the Lord in this ministry.

As an employee of the church, you represent this ministry in both your work life and private life. As a result, you are expected to be sensitive always to how others may see you Biblically, spiritually, and ethically. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in this mission of Bayside Presbyterian Church.

Introductory Statement

This personnel policies and procedures handbook applies to all employees both full and part-time and is intended to provide guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct.

It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. Please talk with your supervisor if you have any questions or need additional information.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

If there is a conflict between the provisions, benefits, and policies in this employee handbook and those set forth in the terms of an ordained staff member's call, and/or the employment offer letter, the terms of the call or offer letter shall prevail.

Bayside Presbyterian Church is a warm and friendly place. It is an open church where all who believe in God and Jesus Christ are welcome to visit, worship, and work. It is important that this tradition of friendliness and warmth become and remain a part of each employee's component.

This handbook is intended only as a guide for those who are a part of the staff of the church.

Unless otherwise indicated these procedures and policies take effect upon approval of the Session, and supersede any other policies formerly in effect through written policy, verbal instruction or practice.

Bayside Presbyterian Church Mission and Vision Statements

We are a covenant community of Christ's people seeking to know and do the will of God.

Bayside Presbyterian Church 2020 Vision Statement:

Changing lives by growing Christian disciples and living God's word.

We are led by Jesus Christ, the head of the Church, who challenges us to live into his **Great Commission**:

Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to observe all things that I have commanded you." Matthew 28:19-20

and his **Great Commandment**:

"You shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength. Love your neighbor as yourself." Mark 12:29-31

Christ calls us to respond to his commands by using the resources with which God has blessed us.

We believe we are called:

- To participate in meaningful worship.
- To grow in knowledge of God and self.
- To provide a supportive, loving, and caring ministry.
- To proclaim God's healing and reconciling love here and around the world.
- To reach out and serve others in word and deed.
- To exercise good stewardship of God's creation and blessings.

Brief Statement of Faith

In life and death, we belong to God. Through the grace of our Lord Jesus Christ, the love of God, and the communion of the Holy Spirit, we trust in the one triune God, the Holy one of Israel, whom alone we worship and serve.

We trust in Jesus Christ, fully human, fully god. Jesus proclaimed the reign of God: preaching good news to the poor and release to the captives, teaching by word and deed, and blessing the children, healing the sick and binding up the brokenhearted, eating with outcasts, forgiving sinners, and calling all to repent and believe the gospel. Unjustly condemned for blasphemy and sedition, Jesus was crucified, suffering the depths of human pain and giving his life for the sins of the world. God raised Jesus from the dead, vindicating his sinless life, breaking the power of sin and evil, delivering us from death to life eternal.

We trust in God, whom Jesus called Abba, Father. In sovereign love God created the world good and makes everyone equal in God's image, male and female, of every race and people, to live as one community. But we rebel against God; we hide from our creator. Ignoring God's commandments, we violate the image of God in others and ourselves, accept lies as truth, exploit neighbor and nature, and threaten death to the planet entrusted to our care. We deserve God's condemnation. Yet God acts with justice and mercy to redeem creation. In everlasting love, the God of Abraham and Sarah chose a covenant people to bless all families of the earth. Hearing their cry, God delivered the children of Israel from the house of bondage. Loving us still, God makes us heirs with Christ of the covenant. Like a mother who will not forsake her nursing child, like a father who runs to welcome the prodigal home, God is faithful still.

We trust in God the Holy Spirit, everywhere the giver and renewer of life. The Spirit justifies us by grace through faith, sets us free to accept ourselves and to love God and neighbor, and binds us together with all believers in the one body of Christ, the church. The same Spirit who inspired the prophets and apostles rules our faith and life in Christ through Scripture, engages us through the Word proclaimed, claims us in the waters of baptism, feeds us with the bread of life and the cup of salvation, and calls women and men to all ministries of church. In a broken and fearful world the Spirit gives us courage to pray without ceasing, to witness among peoples to Christ as Lord and Savior, to unmask idolatries in church and culture, to hear the voices of peoples long silenced, and to work with others for justice, freedom, and peace. In gratitude to God, empowered by the Spirit, we strive to serve Christ in our daily tasks and to live holy and joyful lives, even as we watch for God's new heaven and new earth, praying, Come, Lord Jesus!

With believers in every time and place, we rejoice that nothing in life or in death can separate us from the love of God in Christ Jesus our Lord.

Glory be to the Father, and to the Son, and to the Holy Spirit. Amen.

- from the Book of Confessions, Presbyterian Church USA, 1991

Section I: Employment

Employment at Will

Employment is with the mutual consent of you and the church. Consequently, both you and the church have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout your employment with the church unless it is specifically modified by an express written agreement signed by you and the minister, as head of staff, with the approval of the Session of the church.

This employment at will relationship may not be modified by an oral or implied agreement.

Equal Employment Opportunity

Bayside Presbyterian Church is an equal opportunity employer under Title VII of the Civil Rights Act. In furtherance of the principles of equal employment opportunity, the church prohibits and will not tolerate any form of discrimination or harassment based on, but not limited to: race, religion, color, sex, age, national origin or disability. This prohibition shall apply to all decisions concerning employment including hiring, training, job assignment, work hours, promotion, compensation, layoff and recall and discipline determinations.

Harassment

A critical supplement to the church's general prohibition against harassment or discrimination is the prohibition against sexual harassment. In order for the church to maintain a productive and cooperative work environment, it is important that you understand what constitutes sexual harassment. This understanding will allow you to recognize when your responsibility to avoid and your right to report such unlawful and intolerable conduct arises. Generally, sexual harassment involves sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, if such conduct is unwelcome. Sexual harassment occurs:

1. when submission to such conduct is made explicitly or implicitly a term or condition of employment, or
2. when submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual, or
3. when such conduct has the purpose or effect of creating an unreasonable interference with an individual's work performance or otherwise creates an intimidating, hostile or offensive work environment.

This policy is to advise employees, male and female, of both their right to work in an environment free of any sexually harassing conduct and the church's commitment to protecting this employment right. While the church does not intend to regulate the casual and socially acceptable exchanges among its employees, it does consider acts or references of a sexually harassing nature as serious misconduct and it will not tolerate such behavior from any of its employees, regardless of job position. The policy applies to all persons with whom you come in contact in the course of your employment.

As with other forms of harassment or discrimination, a complaint of sexual harassment is to be reported to your immediate supervisor. However, in the event that the immediate supervisor is the offender, you should report to the minister or the Moderator of Administrative Support Ministry.

Employees are assured that complaints of sexual harassment as any other complaint of harassment or discrimination are investigated and handled with appropriate confidentiality and discretion. Information about the complaint is revealed only as required to investigate it thoroughly or as needed by those involved in such investigation. The church will take corrective action, including discharge, as warranted by the results of the investigation.

Furthermore, employees raising a complaint based on a legitimate perception of being subjected to any form of harassment or discrimination are protected from any for or reprisal or retaliation. Any perceived act of retaliation for making a complaint of harassment or discrimination is to be reported in the same manner as the initial complaint. Anyone found guilty of acting in a retaliatory manner to an individual because the individual made a complaint is subject to discipline, including discharge.

Bayside Presbyterian Church trusts that with this clarification on sexual harassment its employees will conduct themselves in a professional manner, respectful of the rights and interests of others.

Immigration Reform and Control Act of 1986

The church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

Employment of Minors

If you are not at least 18 years old, you are required by law to provide a valid work permit, high school diploma, or certificate of proficiency, before you will be allowed to work.

The employment of minors is restricted by the terms and conditions of the work permit, as well as the provisions of state and federal law.

Section II: Benefits

Employee equals all full time employees or those that are deemed eligible per their letter of agreement or addendum, unless otherwise noted.

Minister's Sabbath Policy

All ministers shall honor the Sabbath, and keep it holy. Ministers must take some other day of the week besides Sunday as their Sabbath. The minister shall not labor on this day except in case of emergency, he/she shall take the next practical day as his/her Sabbath.

Vacation

The provisions of certain employee's terms of call may supersede the following guidelines:

Employees will earn vacation on their anniversary date of employment, based on their length of continuous service with the church, as follows:

<u>Length of Continuous Service</u>	<u>Vacation Entitlement</u>
After 6 mos	5 Days
After 1 Year	10 Days
After 5 through 9 Years	15 Days
After 10 through 19 Years	20 Days
After 20 Years or More	25 Days

Employees may take vacation in advance of their anniversary date but in the event of resignation will be expected to reimburse the church for days taken but not earned. Partial vacation days are permissible (minimum of one-half day).

Requests for vacation time off must be made in writing and should be submitted to the minister or designated representative for approval at least 20 working days in advance when possible. Vacation requests will be approved in the basis that the time off will not interfere with the normal ministry operations of the church.

Employees are encouraged to use all vacation during the 12 month period in which it has been earned. However, employees will be allowed to accumulate up to one half their current annual benefit. Employees who accumulate the maximum benefit allowed will not earn additional vacation until their accumulated total has been reduced below the maximum. Thereafter, vacation will only be earned up to the maximum amount.

Full time employees who are terminated for any reason will receive prorated vacation pay at their then current rate of pay.

Holidays and Sick Days

An average of one holiday a month shall be observed. If the eligible employee must work on the actual holiday, another day off (as close as possible to the actual holiday) shall be taken. The following list – with appropriate variations – may be useful.

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Good Friday – Floating Holiday	Thanksgiving Day
Easter Monday	Day After Thanksgiving
Memorial Day	Christmas Eve
	Christmas Day

Personal days/sick days accumulate at the rate of one per month (twelve per year), cumulative to sixty days.

Bayside Presbyterian Church will follow the policies and procedures for Ministers and Certified Christian Educators dictated by PEVA and approved by session on Aug 18, 2009.

Personal Leave

Full-time employees with 90 days service are eligible for up to three (3) days paid personal leave per calendar year. Personal leave may be granted for family illness, personal business or other necessary absence and must be approved by the minister or the designee (in advance whenever possible). Personal leave cannot be carried forward to the next calendar year.

Study Leave – a leave of absence for personal growth and professional advancement.

Certain professional employees who have completed at least one year of continuous service will be eligible for study leave, with pay, as provided in the terms of call or employment offer letter.

Written requests for study leave should be submitted at least two months in advance when possible.

Workers' Compensation Leave – a leave of absence for a work-related illness or injury.

The church complies with applicable state and federal law concerning leaves for work-related illness or injury. Employees on leave because of work-related illness or injury will be reviewed on an individual basis by the church.

Jury Duty – a leave of absence to serve on jury duty.

Employees who are called to serve on jury duty will receive their regular pay and all monies paid to them by the court.

Bereavement Leave

Full-time employees are eligible for up to five (5) days paid bereavement leave in the event of the death of a family member. The minister may extend this benefit when circumstances warrant such action.

Parental Leave

On the occasion of the adoption or birth of a child, the church shall provide full salary and benefits to the employee who is the primary caregiver for a period of not fewer than eight weeks and for the secondary caregiver not fewer than four weeks.

This does not affect normal vacation or continuing education leave. No adoption or birth is the same, therefore, the church will be prayerfully guided by the Holy Spirit, to be creative, flexible, and gracious in arranging schedules to accommodate the needs of both church and family.

You will be allowed to continue work throughout the pregnancy provided your physician gives written approval and you maintain a satisfactory performance and attendance record. You should obtain written notice from your physician indicating a specific date you should cease work and you must also obtain written approval from your physician on availability to return to work.

Military Leave – a leave of absence for required military service.

The church complies with applicable state and federal law concerning leaves for military service.

Unpaid Leave The church makes leaves of absence available to employees as follows:

Unpaid Personal Leave – an unpaid leave of absence for a compelling personal reason that is not medically related.

Employees who have completed at least one year of continuous service may submit a written request for a personal leave of absence, without pay, for any length of time up to a maximum of 30 working days. Written requests must state the reason for the leave, as well as the beginning and ending dates.

Requests for unpaid personal leave will be granted at the sole discretion of the minister, with the consent of the Administrative Support Ministry based on the facts and circumstances surrounding each individual request.

Unpaid Medical Leave – an unpaid leave of absence for an employee’s non-occupational illness or disability, usually requested after paid sick leave benefits are exhausted.

Employees who have completed at least one year of continuous service may submit a written request for a medical leave of absence, without pay, for the length of any disability up to a maximum of 30 working days.

Requests for medical leave will normally be granted to eligible employees who present a physician’s written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability.

Although the church is not able to guarantee reinstatement in all cases, employees on medical leave who return to work immediately following the end of an approved leave with a physician’s written release verifying that they are able safely to perform their duties will normally be returned to their former job.

Medical and Pension Benefits

Each employee becomes eligible for coverage under the medical and pension benefits programs effective with the first day of employment. These excellent benefits are paid 100% by Bayside and are fully explained in the brochure “Benefits Plan of the Presbyterian Church, USA.”

Questions regarding these programs may be made to the Board of Pensions, as follows:

General Benefit Questions	1-800-773-7752
Claims Questions	1-800-445-1942

Workers' Compensation Insurance

All employees, including part-time and non benefit eligible employees are automatically covered by Workers Compensation Insurance at the time they are hired. The church pays 100% of the premiums for this important coverage. The following benefits are provided to employees who sustain a work-related injury or illness:

- partial wage replacement for periods of disability;
- medical care, including medicine, hospital, doctor, X-rays, crutches, etc.;
- rehabilitation services, if necessary.

It is important that you report any work-related injury or illness to your supervisor, as soon as it happens, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention immediately.

Severance Pay

Employees may be eligible for severance pay upon the termination of their employment. Employees must meet all of the following criteria to be eligible:

- Must have worked for the church for at least one year prior to your termination.
- Must not have quit or resigned.
- Employment must have been terminated for reasons other than misconduct, performance or violation of church rules.
- Severance is payable upon involuntary termination from the church for reasons of restructuring or elimination of position.

Eligible employees will receive one week of severance pay for every full year of employment, up to four years, with the church.

Section III: Personnel Status

Tardiness and Absence

It is important that employees work their assigned schedules as consistently as possible. However, the church understands that because of illness or emergency you may be unable to come to work.

If you are unable to report to work for any reason, you must call the church office and ask to speak with your supervisor or designated representative. It is your responsibility to keep the church informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

Termination

Voluntary Termination – a voluntary termination is a termination that is initiated by the employee. One month's written notice is requested before you leave your job. Written notice should include your reason for leaving, as well as a forwarding address. If you do not call in or report to work for two consecutive workdays, you may be considered to have voluntarily quit.

Involuntary Termination – an involuntary termination is a termination that is initiated by the church.

Layoff – a layoff is a termination of employment that results from changing financial conditions which necessitate a reduction in staff.

Personnel Records

It is important that the church always have current information about each employee. Please let us know immediately if you change your name, address, phone number, marital status, etc. If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change.

Upon request, you may be allowed to review authorized personnel records that have been used to determine your qualifications for employment, promotion, compensation as well as termination, or other disciplinary action. Please talk to your supervisor for more information.

All personnel records will be maintained by the Moderator of Administrative Support.

Section IV: Compensation
(Applies to all persons employed by Bayside Presbyterian Church)

Payday

Each month is divided into two pay periods. The first pay period includes the first fifteen days of the month. The second pay period includes the sixteenth day of the month through the last day of the month. Employees are generally paid on the 15th and last work day of the month. The church participates in direct deposit.

Compensatory Time Off

Salaried employees who work well beyond the customary hours for their position may request compensatory time off from their supervisor. Approval will be granted by the supervisor upon reviewing the merits of the request.

Part-time employees are not eligible for compensatory time off.

Non-exempt employees working more than 40 hours per week must be paid one and one-half times their hourly rate for each hour worked over 40 unless compensatory time is taken prior to the end of the pay period.

Section V: Training and Development **(Applies to all persons employed by Bayside Presbyterian Church)**

Performance Evaluations

Employees will generally receive a written performance evaluation after approximately six (6) months of service, and approximately every twelve (12) months thereafter. The purpose of the performance evaluation is to let the employee know how well they are doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement.

Employees will have the opportunity to discuss their performance evaluation with their supervisor or Administrative Support liaison. This is a good time to ask questions and clarify important points. Performance evaluations help the church make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the at will employment relationship between employee and the church. The supervisor, Administrative Support liaison and employee will sign the appraisal document to indicate that all parties have an understanding of what is expected. The employee is to be given a copy of the appraisal and an opportunity to submit comments in writing.

Position Descriptions

Employees will be given a position description before starting to work. A position description summarizes the duties and responsibilities and gives important information about the new job. Please read and study the position description carefully and discuss it with the supervisor if you have any questions.

The church reserves the right to revise and update your position description from time to time, as it deems necessary and appropriate. A copy of your job description is attached as Section VII.

Section VI: General Information
(Applies to all persons employed by Bayside Presbyterian Church)

Work Rules and Performance Standards

It is not possible to provide a complete list of every work rule or performance standard. As a result, the following are presented only as examples. Employees are responsible for understanding and following these standards and work rules. Employees who do not comply may be subject to disciplinary action, up to and including possible termination.

Job Performance – employees may be disciplined, up to and including possible termination, for poor job performance. Some examples of poor job performance are as follows:

- below average work quality or quantity;
- poor attitude, including rudeness, lack of cooperation, and/or poor communications;
- excessive absenteeism, tardiness, or abuse of break and meal privileges;
- failure to follow instructions or church policies and procedures.

Misconduct – employees may also be disciplined, up to and including possible termination, for misconduct. Some examples of misconduct are as follows:

- recalcitrant or inappropriate behavior which might lead to unease and tension including insubordination;
- abuse, misuse, theft, or the unauthorized possession or removal of church property or the personal property of others;
- falsifying or making a material omission on church records, reports, or other documents, including payroll, personnel, and employment records;
- divulging confidential church information to unauthorized persons;
- disorderly conduct on church property, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon;
- violation of any law adversely affecting the church, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment;
- violation of the church's alcohol, drugs, smoking, and controlled substances policy;
- marking or signing the time record of another employee or knowingly allowing another employee to mark or sign your time record.

Alcohol, Drugs, and Controlled Substances

The use, sale, transfer, possession, or being “under the influence” of alcohol, drugs, or controlled substances when on duty, on church property, or under church auspices is prohibited. In addition, off duty conduct which may adversely affect the reputation or interests of the church is prohibited. “Under the influence” for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public, or church property.

Violation of this policy may result in disciplinary action, up to and including possible termination.

Outside Activities

All employees are prohibited from engaging in outside employment, private business, or other activity which might have an adverse effect on their work performance or create a conflict of interest with the church.

Personal Appearance

Your appearance reflects not only on you as an individual, but on the church as well. We expect you to take pride in your appearance and strive to achieve a positive professional presence when representing the church.

Lost and Found

Employees should not bring large sums of money, jewelry, or other valuables to work. The church will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

If you happen to find personal belongings that have been lost by another person, please turn them in to your supervisor.

Access to Church Property

Every effort will be made to honor the privacy of each employee’s office and work station. However, it is important that at all times church property, as well as records, documents, and files, be accessible to church personnel (clergy and staff). Thus, the right to enter employee offices, work stations, filing cabinets, desks, and other church property, with the exception of personal files, is sanctioned when it is deemed necessary. Prior consent will be obtained when possible and the premises will be left in the condition found.

Professional Expense Reporting

Employees will be reimbursed for all approved professional expenses, upon submission of accurate and receipted expense reports to the church. All expenses need to be written through approved budget of the church. Employees are requested to submit these reports via voucher for the minister to sign and approve in a timely manner to ensure proper accounting and prompt reimbursement within sixty (60) days of incurring the expense.

Use of Church Computers, Telephones, Copier, and Fax

From time to time it may be necessary for employees to take care of personal matters during the work day. This may include communication through the use of church-owned property such as computers, phones, etc. Such distractions should occur, whenever possible, during scheduled break and meal periods. Employees are expected to use good judgment and common sense when it comes to personal phone calls, emails, texting, visits during work, etc. All church property is the exclusive property of the church and is only provided to the employee as an implement to assist in completing work. All such property, including intellectual property such as membership lists, records, etc. are the exclusive property of the church and may not be used for personal business.

Employees who violate this policy may be subject to disciplinary action, up to and including possible termination.

Employee Parking/Theft

Employees park at their own risk and the church will not be responsible for theft or damage to any vehicles parked on or near church property. Also, the church will not be responsible for personal property left in vehicles or in the church building, that is either lost, damaged, stolen, or destroyed.

Staff Bulletin Boards and Mail Boxes

Posted information on church bulletin boards is for the benefit of all employees. You will find posters that explain state and federal law, as well as updated information about church policy and procedures. You are responsible for checking church bulletin boards on a regular basis and mailboxes in the workroom of the Administrative offices.

Smoking

Bayside Presbyterian Church has been designated a smoke-free environment. In keeping with the church's intent to provide a safe and healthy work environment, smoking is prohibited throughout the building. This policy applies to all employees and visitors.

Background Check

A background check is standard procedure before any new staff can begin working at Bayside Presbyterian Church.

Employee Statement of Acknowledgment

This is to acknowledge that I have received a copy of the church's **Personnel Policies and Procedures Handbook**. I understand that it provides guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both the church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, and that this employment at will relationship will remain in effect throughout my employment with the church unless it is specifically modified by an express written agreement signed by me and the Session, upon the recommendation of the minister of the church.

I further acknowledge that this employment at will relationship may not be modified by any oral or implied agreement.

Employee's Name (Please Print)

Street

City

State

Zip Code

Home Phone Number

Social Security Number

Employee's Signature

Date

Section VII: Job Description