

Presbytery of Mackinac  
Committee on Personnel Manual

September 2020

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## **A RATIONALE FOR STAFFING**

### **Definition of Staff Classifications and Terminology**

#### **Exempt Staff**

- Administrative and executive staff are elected to serve particular positions in the Presbytery. These individuals may or may not be ordained ministers but must have the appropriate professional training relevant to the position.
- Program Staff are persons with skills in program functions such as camp-conference managers, Christian education consultants, and pastoral counselors.
- Those serving mission projects such as new church development, aid-receiving churches, specialized ministries supported by a governing body.

#### **Non-Exempt Staff**

The Committee on Personnel may assist the Coordinating Council to employ an Office Manager.

#### **General for All Leadership and Staff**

All people in leadership positions within the Presbytery and Presbytery staff are encouraged to engage in such activities that will promote connectedness of the churches within the Presbytery.

#### **Review Process**

The process employed by the Committee on Personnel to review the performance of the General Presbyter, Stated Clerk and Treasurer. This is conducted annually according to guidelines and procedures adopted by the Presbytery Coordinating Council. Details of Committee on Personnel processes and procedures may be found in Appendix F of the Presbytery of Mackinac Manual of Operations.

#### **Call**

A written document stating the terms of call for exempt staff. Calls are issued to all Ministers of Word and Sacrament who are employed by the Presbytery. All exempt staff are elected by Presbytery.

**. POSITION DESCRIPTION  
TRANSITIONAL DESIGNATED GENERAL PRESBYTER  
PRESBYTERY OF MACKINAC  
PRESBYTERIAN CHURCH (U.S.A.)**

**Title** Transitional Designated General Presbyter (TDGP)

**Purpose**

The purpose of the Transitional Designated General Presbyter is to facilitate the Presbytery's mission by guiding the Presbytery through a time of discernment and transition, to rediscover and discern God's call and mission, and to realign resources, gifts, and organizational structure.

**Accountability**

The Transitional Designated General Presbyter (TDGP) is accountable to the Presbytery through the Coordinating Council.

**Relationships**

The TDGP shall serve as Head of Staff and has the primary responsibility for the administration of the mission of the Presbytery of Mackinac.

As the Head of Staff and a member ex officio of the Coordinating Council, the TDGP will work collaboratively with the Presbytery, Synod, and the Office of the General Assembly.

**Responsibilities**

- The TDGP will take the lead in resourcing and guiding the Presbytery strategic planning in order to help define the organizational structure of the Presbytery.

**Help lead the Presbytery:**

- Reconnect the Presbytery with local churches to foster church growth and redevelopment.
- Define the Mission funding of the Presbytery.
- Fulfill the recommendations stated in the Presbytery of Mackinac Visioning Task Force report of October 2014.
- The TDGP will provide pastoral care to Pastors and Commissioned Ruling Elders (CRE) and will provide guidance to Committee on Ministry members who serve as liaison between the Presbytery and sessions/congregations.

**Provide pastoral care and coaching services to pastors and CREs and serve as a resource between presbytery and sessions:**

- Maintain contact, formal and informal, with minister members of the presbytery serving as pastoral support.
- Be available to assist ministers and CREs on an individual basis in working through problems and helping to identify strategies for ministry.
- Participate in other study and accountability groups within the presbytery as time allows.
- The TDGP shall serve as Head of Staff and has the primary responsibility for the administration of the mission of the Presbytery of Mackinac.

The TDGP will supervise the Office Manager and other support staff. The TDGP will coordinate with elected officers of Presbytery including the Stated Clerk, Treasurer, as well as Committee Chairs.

**Serve as principal organizational head of the presbytery, providing and/or assigning staff support to the various committees, commissions, task forces, and other entities of the presbytery:**

- Serve as staff support (or delegate staff/resource support) to all presbytery committees.
- Communicate actions of Presbytery entities to the Stated Clerk for inclusion in the presbytery docket and the Presbytery office for other communication tools.
- Serve as Head of Staff for the Presbytery, coordinating with the Committee on Personnel to evaluate the work of all presbytery staff.

**Serve as liaison between the Presbytery, other councils, ecumenical agencies, and interfaith communities:**

- Attend each meeting of the Presbyterian Church (U.S.A.) General Assembly and coordinate the report of the Presbytery's commissioners to the Assembly at the next succeeding meeting of the Presbytery.
- Participate and collaborate with the Synod of the Covenant, and the Synod wide EP/GP Forum.
- Interpret the work of the General Assembly and Synod to the Presbytery and its congregations.
- Represent the Presbytery on Interfaith and Ecumenical Councils within the bounds of the Presbytery as appropriate.

**Evaluation**

The TDGP will provide a progress report on the interim goals to the Coordinating Council and shall be evaluated every six (6) months by the Coordinating Council. He will have an annual performance review by the Committee on Personnel in accordance with the Presbytery's policies.

**Personnel Policies**

The TDGP is subject to the Personnel and Sexual Misconduct policies of the Presbytery of Mackinac and the Presbyterian Church (U.S.A.).

Approved by Coordinating Council  
December 16, 2015

**Position Description**  
**Stated Clerk**  
**Presbytery of Mackinac, Presbyterian Church (USA)**

**Position:** A minister of word and sacrament or ruling elder, elected by Presbytery for a term of two (2) years; may be re-elected for an indefinite number of terms, at Presbytery's discretion, and is accountable to the Coordinating Council through the Personnel Committee. The Stated Clerk has voice and vote at meetings of the Presbytery and the Coordinating Council.

**Type:** Called/Elected; Compensated for 60 hours per month

**Purpose:** To fulfill the requirements of the constitution of the Presbyterian Church (U.S.A.). To record the transactions of the Presbytery, keep its roll of membership and attendance, preserve its records carefully, and furnish extracts from them when required by another governing body of the church. The Stated Clerk will serve as parliamentarian at meetings of the Coordinating Council and Presbytery.

**Support:** The Stated Clerk will receive support from the Presbytery's Office Manager and have use of the office's equipment and technology. The Stated Clerk will participate in the annual review and training event conducted by the Synod as well as the annual training seminar conducted by the General Assembly.

**General Goal of the Position:**

To serve as parliamentarian, assuring that the Presbytery is following correct processes, procedures, and polity; and to keep all Presbytery records and minutes as directed by the Book of Order.

**Position Responsibilities**

- I. Function:** As directed by the *Book of Order*, the Stated Clerk has the responsibility to keep accurate account of the proceedings of the Presbytery. This includes:
- Issuing a Call to Meeting and Docket at least 7 days before the meeting
  - Working with the Presbytery Moderator to set the docket for each Presbytery meeting
  - Recording the transactions of the Presbytery
    - The Stated Clerk will record, distribute, and maintain the minutes of the Coordinating Council and the Presbytery, which are to be posted to the Presbytery website within 30 days of the meeting.
  - Keeping rolls of membership and attendance
    - The Stated Clerk will keep and maintain the rolls of Presbytery membership, including installed, interim, supply, designated, at-large, and honorably retired pastors.

- Keeping register of Certified Educators and Commissioned Ruling Elders
- Preserving the Presbytery's records
- Furnishing verified extracts when required by another council
- Recommending the safekeeping of the records
- Reviewing annually the Presbytery's proceedings and actions
- Assisting with the Presbytery's annual review of church Sessions
- Participating in any Synod reviews of the Presbytery
- Participating in any General Assembly reviews of the Synod

- II. Function:** As directed by the *Book of Order*, the Stated Clerk has the responsibility of keeping accurate records when the Judicial Process is initiated. This includes:
- Receiving written allegations and requests, documenting them, and interpreting the Book of Order as to the correct process, according to PC(USA) polity
  - Sending requests for information to other parties and initiating other communications as required
  - Reporting decisions and outcomes of the Permanent Judicial Commission to the Presbytery
  - Providing materials and documents that pertain to the case to the appropriate bodies

- III. Function:** As directed by the *Book of Order*, the Stated Clerk has the responsibility for receiving communications and for reporting them to the Presbytery. This includes:
- Receiving letters of renunciation, notification of certifications, written protests, and Administrative Commission reports
  - Reporting to the Presbytery renunciations, ordinations, certifications, and votes on proposed amendments

- IV. Function:** As directed by the *Book of Order*, the Stated Clerk is the official communicator of the Presbytery who provides guidance on issues of church polity and offers authoritative interpretations of the *Book of Order*. This includes:
- Communicating with the Presbytery, Synod, and General Assembly
    - Communicating with the General Assembly, which includes keeping track of statistical reports, five part-forms, and pastoral changes.
    - Reporting to the General Assembly actions taken regarding Inquirers and Candidates received by the Presbytery.
    - Certifying that ministers are in good standing in the Presbytery and attesting to the Personal Information Forms (PIF) on the Church Leadership Connection (CLC).

- Reporting the names of Commissioners to General Assembly
- Communicating actions of the General Assembly and proposed amendments to the Presbytery
- Providing Guidance to the Presbytery and it's member churches, including:
  - The *Book of Order* and Presbytery policies and procedures
  - Parliamentary procedure and Robert's Rules of Order
  - The Judicial Process
  - Legal Matters and Risk Management
  - Providing orientation and training to Clerks of Session, Permanent Judicial Commission members, General Assembly Commissioners, and new Commissioners to the Presbytery
  - Serving as a resource to the Session Records Committee

### **Relationships, Accountability, and Evaluation**

**Reports to:** Presbytery Council and Personnel Committee

**Coordination:** Presbytery Office Manager, Presbytery Treasurer, Presbytery Council, Churches of the Presbytery, Synod of the Covenant, General Assembly of the Presbyterian Church (USA)

**Evaluation:** Annually by the Presbytery's Personnel Committee

### **Skills, Knowledge, Attitudes, and Commitments**

1. Supports the Mission and Vision of the Presbytery of Mackinac and the PC(USA)
2. Ability to work with others and interact with individuals, churches, committees, and other councils of the church
3. Knowledge of the *Book of Order*, Presbyterian polity, parliamentary procedure and Robert's Rules of Order
4. Computer aptitude including familiarity with Word and Excel
5. Can pay attention to detail, deadlines, and has good organizational skills
6. Ability to remain neutral and fair at all times
7. Ability to keep sensitive information in confidence

Approved:

August 1, 2018 – Personnel Committee

November 13, 2018—Coordinating Council

February 23, 2019—Presbytery of Mackinac



**Position Description**  
**Treasurer**  
**Presbytery of Mackinac, Presbyterian Church (USA)**

**Position:** A minister of word and sacrament or ruling elder, elected by Presbytery for a term of two (2) years; may be re-elected for an indefinite number of terms, at Presbytery's discretion, and is accountable to the Coordinating Council through the Personnel Committee. The Treasurer has voice and vote at meetings of the Presbytery and the Coordinating Council.

**Type:** Called/Elected Volunteer

**Purpose:** The Treasurer shall be the chief financial officer of the Presbytery of Mackinac, and shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the monies, properties and business transactions of the Presbytery which fulfills the constitutional requirements of the Presbyterian Church (USA).

**Support:** Treasurer will receive the support from the Presbytery's Office Manager and the office's equipment and technology.

**General Goal of the Position:**

To assist, recommend and council the Presbytery in its overall financial well-being and to provide resources for the Presbytery's financial goals.

**Position Responsibilities**

**I. Function:** As directed by the Presbytery, the Treasurer shall oversee and assist the Office Manager to deposit all money and other valuables in the name of and in the credit of the Presbytery and shall disburse its funds.

1. The Treasurer shall make monthly reports available to the coordinating council.
2. The Treasurer shall make an annual fiscal report for the preceding calendar year at the stated meeting of the Presbytery.
3. The Treasurer shall have the books of the Presbytery reviewed annually in accordance with accredited accounting procedures.
4. The books of account shall be available for inspection during normal business hours to any member of the Presbytery.

**II. Function:** The Treasurer is an officer of the Presbytery, and as such will attend meetings of the Presbytery, Presbytery Coordinating Council, and the Finance and Budget Committee with voice and vote.

1. Review all financial reports of the Presbytery monthly.
2. Provide the Finance and Budget Committee with monthly updates on the Presbytery's investment portfolio and answer questions about market conditions.
3. Make necessary adjustments to the investment portfolio within the guidelines of the Finance and Budget Committee's Investment Guidelines to

rebalance the portfolio as will be beneficial to the Presbytery's overall financial well-being.

4. Assist the Office Manager as needed for accurate accounting.
5. Be familiar with the Presbytery accounting software as a back-up to the Office Manager.
6. Assist the Finance & Budget Committee in the annual preparation of budgets.

- III. **Function:** Serve as consultant and resource person to congregations on financial matters.
1. Be available to congregations of the Presbytery who may need and call for assistance with financial concerns, such as investments, policies, payroll, taxes and forms, tax reporting, and terms of call.
  2. In conjunction with the Finance and Budget Committee provide 'Treasurer Training' events to help local congregational staff and members.
- IV. **Function:** Engage in national and ecumenical stewardship and financial events to improve the Presbytery's cooperation and enlightenment in both theological and practical matters regarding the use of resources, as the Presbytery budget allows.

**Relationships, Accountability, and Evaluation:**

- Reports to:** The General Presbyter as head of staff, Presbytery Council, and Financial and Budget Committee
- Coordination:** With the Office Manager, the Stated Clerk, the Presbytery Council, and Finance and Budget Committee.
- Evaluation:** This is an elected and not paid position that is responsible to the membership of the Presbytery and is not subject to the review process of the Presbytery's personnel committee.

**Skills, Knowledge, Attitudes, and Commitments:**

1. Supports the Mission and Vision of the Presbytery of Mackinac
2. Ability to work with others and interact with committees
3. Ability to read and explain financial reports
4. Familiarity with accounting practices for non-profit organizations
5. Computer aptitude including familiarity with accounting software, Word, and Excel Programs
6. Understanding of financial markets: the workings of the stock market, market trends, awareness of bonds and the interest rate impact on the fixed income market

Approved:  
August 1, 2018 – Personnel Committee  
November 13, 2018—Coordinating Council  
February 23, 2019—Presbytery of Mackinac

POSITION DESCRIPTION  
**Office Manager**  
**Presbytery of Mackinac, Presbyterian Church (USA)**

- Position:** A hired staff person that is accountable to the General Presbyter and Coordinating Council.
- Type:** A full-time position that is hired by the Committee on Personnel.
- Purpose:** The purpose of this position is to perform administrative and professional duties for the Presbytery.
- Support:** The Office Manager will receive the support from the General Presbytery, Stated Clerk, Coordinating Council and the Personnel Committee.

**General Goal of the Position:**

To assist the Presbytery in its day-to-day functions and build relationships across the presbytery to enhance connectedness between churches and members.

**Position Responsibilities**

- Engage in those activities that will promote connectiveness of the churches within the Presbytery, especially among church secretaries and other church office personnel. Conference calls, update Presbytery library, create and send out surveys.
- Handle telephone inquiries, typing, filing, copying and mailing for the General Presbyter, Treasurer and Stated Clerk, and Presbytery committees as necessary.
- Work in partnership with the General Presbyter, Stated Clerk, Treasurer, and Coordinating Council providing necessary reports, information, and arrangements for all regularly scheduled Presbytery events.
- Serves as an ex-officio member of Coordinating Council with voice, but no vote.
- Maintain the Presbytery website and post to the website any reports for Presbytery and council meetings as requested.
- Work in consultation with the General Presbyter, Stated Clerk, and Treasurer providing requested information to the Synod and General Assembly.
- Open and distribute any mail that comes to the Presbytery office.
- Maintain an accurate calendar of any events that pertain to the life of the Presbytery.
- Maintain and update the Presbytery Directory.
- Prepare, design and distribute electronic newsletter quarterly.
- Maintain an accurate filing system for any Presbytery records.
- Serve as the purchasing agent for most Presbytery supplies and resources; arrange equipment maintenance and/or repair when necessary.

- Maintain the Presbytery's checking and savings accounts, making disbursements according to a voucher, or when bills become due, clearing non-routine bills with the General Presbyter and Treasurer.
- Perform the day-to-day bookkeeping functions; i.e. making deposits, writing checks, payroll, and maintaining an accurate record of all financial transactions.
- Perform Presbytery payroll functions for all staff, including quarterly and annual tax returns.
- Prepare monthly internal reports for the Presbytery: including per capita, special offerings, year to date basic mission, basic mission worksheet.(Does not include financial reports.)
- Oversee any volunteer staff and any additional employed staff.
- Create and maintain documentation on workflow and usage of technology in a clear and understandable format for the benefit of those who will/may perform routine tasks when the Office Manager is out of the office.
- Provided training of Presbytery Church office managers and bookkeepers as requested.
- Contact and communicate with churches, along with physical church visits throughout the year.
- Visit each region of the Presbytery during the year.

**Relationships, Accountability, and Evaluation:**

**Reports to:** The General Presbyter as head of staff and Coordinating Council through the Personnel Committee.

**Coordination:** With the General Presbytery, Stated Clerk, and Coordinating Council.

**Evaluation:** Annually with the Personnel Committee and General Presbyter.

**Skills, Knowledge, Attitude, and Commitments:**

1. Supports the Mission and Vision of the Presbytery of Mackinac
2. Skills in computer operations, filing and general office procedures are required. Knowledge of accounting practices, QuickBooks, and Excel spreadsheets, and an understanding of Word are required.
3. Knowledge of website design and maintenance.
4. Ability to communicate professionally on the telephone, in writing and in person.
5. Maintain a high degree of confidentiality.
6. Develop a working knowledge of the Book of Order of the Presbyterian Church (USA), the organization, policies, and programs of the Presbytery of Mackinac, Synod, and the General Assembly of the Presbyterian Church (USA).
7. Be highly organized and able to work independently.
8. Be a self-starter.

Approved:

August 1, 2018 – Personnel Committee

November 13, 2018—Coordinating Council

February 23, 2019—Presbytery of Mackinac

## **POLICIES FOR NON-EXEMPT STAFF**

### **Selection of Employees**

All applicants for employment with the Presbytery are to submit a written application prior to their initial interview.

Employees are selected on their merit. There shall be no discrimination because of age, race, religion, marital status, disability, or sex. Consideration will be given to education, skill, training, health, office experience, church experience and commitment.

Some positions may require special tests to determine particular skill measurements.

Interviews will be conducted by the General Presbyter and people of his/her choosing from the Committee on Personnel and Presbytery Council.

### **Position Descriptions**

There shall be a position description for each position in the organization.

Committee on Personnel policies and procedures shall be placed in the hands of each employee, and orientation shall be provided by the General Presbyter or his/her designate at the time employment begins. In the absence of a General Presbyter, the Coordinating Council Chair will provide orientation.

### **Probationary Period**

Any person hired to fill a permanent position shall be considered to be on probation for a period of three months. This policy is to emphasize to both employer and employee that satisfactory performance is a condition of continued employment.

During the probationary period, the employee's performance, work habits, relationships to other employees and the public, general attitude and reaction to the position will be carefully observed. At least once during this period a formal evaluation will be held with the employee and conducted by the General Presbyter in company with at least one member of the Coordinating Council. In the absence of a General Presbyter, the Coordinating Council Chair will conduct the formal evaluation in company with at least one other member of the Coordinating Council.

If the evaluation of the performance is affirmative and the employee is satisfied with the position, that person is then placed on the record as a permanent employee. An additional evaluation will be conducted by the General Presbyter after the first six months of employment. In the absence of a General Presbyter, the Coordinating Council Chair will conduct an additional evaluation after the first six months of employment.

## **Position and Review**

Evaluation of performance is a continuing process, part of the supervisory role of the General Presbyter or in the absence of a General Presbyter, the Coordinating Council Chair.

Salary reviews will be conducted annually by the Committee on Personnel.

These reviews shall be organized by the Chairperson of the Committee on Personnel. Written evaluations shall become a part of the employee's permanent file to which the employee shall have full access. The reviews will be conducted in June of each year.

## **Compensation**

Hourly or salary rates shall be set by the Presbytery when establishing the annual budget. Recommendations for compensation shall be made by the Committee on Personnel in consultation with the General Presbyter and in the absence of a General Presbyter, the Coordinating Council Chair.

Note: The Compensation package may differ according to the number of hours employee works each week. This includes days of employment, salary, health benefits, vacation days and personal days.

## **Exit Interviews**

The Committee on Personnel shall conduct an exit interview with each employee prior to termination of employment.

Reports of the exit interview shall be placed in the permanent files of the committee.

## **Grievances**

All grievances by non-exempt employees shall be brought to the General Presbyter or in the absence of a General Presbyter the Coordinating Council Chair for immediate resolution. Any misunderstanding or dissatisfaction shall be resolved as quickly as possible.

If satisfactory resolution is not made, then the matter shall be reported to the Committee on Personnel who shall work with the Committee and staff to resolve the matter with the Committee's decision being final.

## **OFFICE PROCEDURES**

### **Working Hours**

Based on a full-time work week (40 hours), the office shall normally be open Monday - Friday from 9:00 a.m. to 5:00 p.m. (EST or EDT). The exceptions will be the holidays which are listed in this manual as paid holidays, during which time the office will normally be closed.

Based on a 30-hour work week, the office will be open Monday thru Friday from 9:00 a.m. to 3:00 p.m. (EST or EDT). Note: Hours would be adjusted accordingly to the schedule of Presbytery meetings.

When the office is closed calls will be received by staff voice mail which should be monitored regularly. Unless there is a need to respond more quickly, calls received on voice mail will have a response by the next business day.

The Office Manager will staff the office during office hours. Temporary changes, which include the use of volunteers and paid office assistants, to help the Office Manager to meet the workload of the Presbytery shall be approved in consultation with the General Presbyter or in the absence of a General Presbyter, the Coordinating Council Chair.

The office shall have a smoke-free environment.

There are two 15 minutes breaks allowed for each day worked. The 15 minutes breaks cannot be taken in conjunction with the lunch period.

### **Tardiness:**

It is the responsibility of each employee to arrive at work on time in the morning and after lunch according to the prescribed schedule. Repeated offenses shall be noted in the employee's personnel record and are to be considered at the time of the annual performance review. Chronic lateness without valid reason is cause for dismissal.

### **Absences**

Employees who are unable to report for work because of an emergency must inform as soon as possible the General Presbyter or in the absence of a General Presbyter, the Personnel Chair or the Coordinating Council Chair.

Permission to be absent for other than emergencies by employees will be prearranged with the General Presbyter or the Coordinating Council Chair in the absence of a General Presbyter.

Absences which do not fall under the category of sick leave may be deducted from the employee's salary. For those on salary the deduction will be based on an hourly rate for the times missed. For those on hourly rates, the deduction will be based on the hourly rate paid for the time missed.

### **Paid Holidays**

All employees shall receive full pay for the following holidays:

New Year's Day	Thanksgiving Day
Day after Thanksgiving	Good Friday
Memorial Day	Christmas Eve Day
Christmas Day	New Year's Eve Day
Labor Day	Independence Day

The office will be closed between Christmas Eve Day and New Year's Day with no time charged to vacation for the staff.

When a holiday falls on a Saturday, the previous Friday will be considered the holiday; or Sunday, the following Monday will be considered the holiday.

### **) Personal Days**

All full-time non-exempt employees may take two additional personal days annually in addition to holidays and vacation, with approval of the General Presbyter or in the absence of a General Presbyter, the Coordinating Council Chair. An individual working a 30-hour workweek may take one additional personal day annually in addition to holidays and vacations. These days can be planned or used on an emergency basis. Personal days are not cumulative from year-to-year.

### **Snow Days**

When local schools are closed, employees are not required to be at the office. Employees will notify the General Presbyter or in the absence of a General Presbyter, the Personnel Chair or the Coordinating Council Chair.

### **Sick/Medical Leave**

Sick leave is allowed a full-time employee on the basis of one working day for each month completed after the probationary period and these may be cumulative up to 90 days.

Absence for illness should be reported by telephone daily as soon after 8:30 A.M. as possible. For illness in excess of three days, employees are required to submit a physician's certificate indicating the need for absence.



) Sick leave may be used only in the following cases:

Sickness or injury to the employee.

Sickness or injury in the immediate family requiring the employee's presence in the home, hospital or medical facility.

Quarantine because of contagious disease.

Doctor or dental appointments may be used as sick time.

A Part-time employee will be allowed two days sick leave per year with no accrual from year-to-year. Other circumstances will be reviewed and recommendations made accordingly.

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.

When extended absence for medical purposes is anticipated, advance approval shall be secured from the General Presbyter or in the absence of the General Presbyter, the Coordinating Council Chair and the Committee on Personnel so that proper coverage of the office can be maintained. Compensation and reinstatement shall be negotiated at that time.

### **Family Leave**

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Upon the birth or adoption of a child, or in the event of a miscarriage, up to eight weeks unpaid leave can be taken. The request shall be made and approved by the General Presbyter or in the absence of a General Presbyter, the Personnel Chair or the Coordinating Council Chair.

### **Jury Duty**

Any employee called for Jury Duty will be granted leave for this purpose. If the court reimburses the employee for an amount equivalent to lost wages, the employee will be granted the leave without pay. If there is no payment by the court beyond travel expenses, or if it does not fully compensate for lost wages, the Presbytery will make it a paid leave up to the amount of lost wages.

### **Bereavement Leave**

Death in the immediate family (wife, husband, child, brother, sister, parent, parent-in-law, or relative in the same household) shall be the occasion to grant a three-day paid leave. If the employee must travel a considerable distance to attend the funeral of a family member, up to five consecutive days of leave shall be granted with pay.

## **Vacations**

All vacations shall be scheduled by the General Presbyter or in the absence of a General Presbyter, the Personnel Chair or the Coordinating Council Chair.

All full-time non-exempt employees shall be granted vacation time in accordance with the following schedule:

First Year	5 working days (one week)
After one year	10 working days (two weeks)
After two years	12 working days
After three years	13 working days
After four years	14 working days
After five years	15 working days (three weeks)
After ten years	20 working days (four weeks)
After 20 years	25 working days (five weeks)

All part-time or 30 hours or less shall be granted one week the first year and reviewed annually.

Years of service calculated in vacation time shall be of the anniversary date of the beginning of employment.

) Vacations are with pay and the pay shall be direct deposited following the normal manner.

The vacation time shall be used in the year earned.

## **Work Habits**

### **Good Housekeeping**

Each employee shall keep his/her office work area in a neat and orderly condition. Office equipment assigned to staff is that person's responsibility to care for.

### **Visitors**

Visitors or personal reasons are to be discouraged during work hours.

### **Personal Phone Calls**

Personal phone calls should be kept to a minimum and primarily for emergencies. Employees using the phone for outside business activities will be subject to dismissal.

## **COMPENSATION AND BENEFITS**

### **Salary Ranges**

Salary ranges are established by the Committee on Personnel upon the recommendation of the General Presbyter or in the absence of a General Presbyter, the Coordinating Council Chair.

### **Pay Periods**

All employees are paid bi-monthly via direct deposit to their personal bank account.

Any adjustments in compensation because of absenteeism, etc. will be made in the pay period immediately following.

Employees on a temporary employment basis will be paid at the end of the employment period if their employment does not extend over a regular pay period. If their employment extends over regular pay periods a temporary employee will receive regular compensation for the hours worked during each pay period in which this person is employed.

### **Payroll Deductions**

The Presbytery will withhold Federal and State income taxes and Social Security as required by law.

### **Compensatory and Overtime**

If the Office Manager is paid on a salaried basis and is asked to work outside of the normal Monday-Friday work week, this person will be given time off during the normal workweek equivalent to the extra time worked. If paid an hourly wage, the employee will be paid at the regular hourly rate up to 40 hours. After 40 hours is exceeded, either time and a half will be paid or compensation of time and a half will be given.

All Compensatory time should be used within the calendar year earned.

The travel, meals and lodging for the Office Manager will be on the same basis as that paid to the General Presbyter. Note: No travel time is paid from home to office. If required/compelled to attend a meeting away from the office in some other town or community other than the office location to fulfill a working obligation, travel time is paid from office to destination and return where appropriate.

Temporary employees will be paid time and a half based on the hourly rate they have been given for any work in the excess of 40 hours in any given work week.

### **Worker's Compensation**

Provision is made under the law of the State of jurisdiction for the employee's care in case of injury while on the job, or should that person contract certain occupational diseases. Any injury received, no matter how slight, should be reported to the General Presbyter or in the absence of a General Presbyter, the Personnel Chair or the Coordinating Council Chair.

### **Employee Benefit Plan**

The Presbytery may enroll full-time employees and part-time employees working a minimum of 30 hours a week, in a fully paid benefit plan. The employee may choose which plan is most appropriate for his/her needs, subject to the approval of the Personnel committee.

### **Retirement Savings Plan - 403(b)**

Employees may participate in the Retirement Savings Plan, 403(b) (9) defined contribution plan as the Presbytery of Mackinac has an agreement with the Board of Pensions and Fidelity Investments to participate. This is a voluntary withholding with no matching funds.

### **Employee Rights**

To receive adequate information in the form of a Personnel Policies and a written job description, from which to develop an understanding of their roles and functions in the total structure of the Presbytery.

To receive regular information on the performance of their duties, at least annually.

To have as much control as possible over their own career development.

To be kept informed of proposed changes in personnel policies and procedures in order to provide input into the process of personnel policy formation.

To have working conditions that promote the general welfare and encourage productivity.

To receive adequate compensation and other benefits under a fair and open process.

To see that employee opinion is sought and presented to any appropriate forum dealing with the personnel system.

## **Employee Responsibilities**

To give their best possible performance in their assigned functions.

To provide, as a staff, requested representation to, and full participation in, any committee or group on which employees are given representation.

To understand their role and function in the context of the goals of the Presbytery.

To honor their commitment to goals and objectives agreed upon by their participation in the personnel system.

## **SEPARATIONS**

### **Voluntary Separation**

An employee may resign in writing at least two weeks in advance stating reasons for such resignation. This notice is submitted to the General Presbyter or in the absence of a General Presbyter, the Coordinating Council Chair.

All pay earned and due the employee shall be included in the final pay, including allowances for vacation.

The employee's final paycheck will be deposited to the employee's bank account.

### **Involuntary Separation**

When, in the opinion of the General Presbyter or in the absence of a General Presbyter in consultation with the Committee on Personnel, the performance and/or conduct of an employee is unsatisfactory or detrimental to the best interests of the Presbytery, that employee shall be subject to involuntary separation.

### **Causes for Involuntary Separation**

An employee may be dismissed for just cause, including but not limited to the following:

- Willful violation of Presbytery Policy.
- Unsatisfactory performance of duties.
- Willful failure of personal conduct.
- Insubordination or discourteous treatment of public, other employees, or supervisors.
- Drinking on the job or addiction to narcotics and chemical substances.
- Betrayal of confidences, gossip, and other malicious talk about people and circumstances in the life of the Presbytery.
- Misappropriation of Presbytery funds.
- Misleading or false statements on the Application of Employment.

### **Dismissal Procedure**

The General Presbyter or in the absence of a General Presbyter, the Coordinating Council Chair must discuss the situation with the Committee on Personnel before initiating dismissal action or informing the employee of his/her intention to do so.

The General Presbyter or in the absence of a General Presbyter, the Coordinating Council Chair shall then give a written Notice of Termination to the designated employee. This notice shall contain a statement of the reasons for the termination and shall be given to a permanent employee two weeks prior to the effective date. The same shall be given to a temporary or probationary employee one week prior to the effective date provided that retention in active work status would not be detrimental to the best interests of the Presbytery.

During the time between written notification and termination of employment, the employee may file a grievance in writing with the Committee on Personnel. The Committee on Personnel shall consider the grievance and make final determination.

## **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEOAA)**

### **Policy**

The Presbytery of Mackinac, in accordance with the policy of the General Assembly of the Presbyterian Church (USA) set forth in "The Church-wide Plan for Equal Employment Opportunity," hereby affirms its policy to develop and establish the following EEOAA policy program to ensure non-discrimination in its own employment practices:

The Presbytery of Mackinac will recruit, hire, call, train and promote persons within all job classifications without regard to race, color, national origin, sex, age, marital status, or religious affiliation except where, after careful study, religious affiliation is deemed a bona fide occupational qualification.

The Presbytery of Mackinac will ensure that all other personnel policies and practices such as compensation, benefits, transfers, leave of absences, lay-offs and lay-off returns, educational opportunities, tuition assistance, termination, and any others will be administered in accord with Equal Employment Opportunity principles.

The Presbytery of Mackinac, in line with the above principles, will annually conduct analysis of all personnel policies and practices and make such corrective changes as are necessary under their affirmative action policies and programs.

### **Responsibility**

The General Presbyter or in the absence of the General Presbyter, the Coordinating Council shall be responsible to administer this program.

### **Dissemination**

The Presbytery shall post a copy of its EEOAA policies on all employee bulletin boards, include them in all employee handouts, and give a copy of the same to each present and prospective employee, and include a non-discriminatory clause in all recruitment notifications.

### **Implementation Steps**

The General Presbyter or in the absence of a General Presbyter, the Coordinating Council Chair, in consultation with the Presbytery Coordinating Council, shall develop specific personnel policies for the Presbytery consistent with the provisions of its EEOAA program.

All person and position descriptions shall be examined in the light of its EEOAA policy to ensure that the criterion of "qualifiability" is applied, to enhance opportunities for women and minorities to be employed.



Each time a staff vacancy occurs, specific affirmative action goals and implementation steps shall be developed for that vacancy by the General Presbyter or in the absence of a General Presbyter, the Coordinating Council Chair. If the vacancy is the General Presbyter position, the Presbytery Coordinating Council, in consultation with the Synod Staff Services Division, shall develop affirmative action goals and implementation steps including the re-examination of the position description for guidance of the Nominating Committee.

The General Presbyter or in the absence of a General Presbyter, the Coordinating Council Chair, in consultation with the Committee on Personnel, shall develop and implement with each employee, specific objectives and plans for career development and propose necessary budgeting provisions through appropriate channels.

The General Presbyter or in the absence of a General Presbyter, the Coordinating Council Chair shall be responsible for establishing a process to ensure that the Presbytery, as purchaser, shall contract or purchase services, supplies and goods, wherever possible, only from businesses which have committed themselves to the goal of Equal Employment Opportunity.

The Presbytery, through its Committee on Ministry, shall develop and administer under the guidelines and policies established by the Church Vocation Ministry Unit and in consultation with the Church Vocation Ministry Unit Office of Equal Employment Opportunity/Affirmative Action, a program for the Presbytery and its congregations in the calling of ministers.

The Presbytery shall hold all of its mission program committees accountable for the implementation of EEOAA policies and practices.

The Presbytery, through its Committee on Ministry, shall provide assistance to congregations in developing and implementing their own EEOAA policies and programs according to guidelines provided by the Church Vocations Ministry Unit of the General Assembly.

### **Monitoring, Review and Evaluation**

The Equal Employment Opportunity/Affirmative Action program and personnel policies of the Presbytery shall be examined and approved by the Staff Services Division of the Synod of the Covenant with the concurrence of the Church Vocations Ministry Unit and the EEOAA Office.

The Presbytery shall report periodically, to the EEOAA Office of the Church Vocations Ministry Unit, according to their respective established procedures.