

**PERSONNEL POLICY
OF THE
PRESBYTERY OF FLORIDA**

This Personnel Policy of the Presbytery of Florida is divided into 3 sections: overall policies that apply to all employees of the Presbytery of Florida, policies that are specific to the operation of the called and lay staff of the Presbytery and policies that are specific to the operation of Dogwood Acres (a camp / retreat center that is owned by the Presbytery of Florida). The reason for this format is that due to the nature of the operation of Dogwood Acres, there need to be policies that are slightly different in content and execution from the policies of the Presbytery at large.

Overall Policies

I. Equal Employment Opportunity

The Presbytery of Florida will recruit, hire, call, train, and promote all persons in all job classifications without regard to race; color; national origin; sex; age; marital status; disability; or religious affiliation, except when religious affiliation is determined to be a *bona fide* occupational qualification.

II. Definitions

- A. Presbytery of Florida (Presbytery) is a regional governing body made up of local churches of the Presbyterian Church (U.S.A.).
- B. Dogwood Acres (DWA) is a camp / retreat center owned by the Presbytery.
- C. Committee on Dogwood Acres (CDWA) is a committee of the Presbytery that oversees the operation of DWA.
- D. CDWA Personnel Team is a sub-committee of the CDWA that is responsible for the personnel decisions associated with DWA.
- E. General Presbyter is the head of the Presbytery.
- F. DWA Director (Director) is the head of DWA.

III. Exempt and Non-Exempt Categories

The Fair Labor Standards Act, passed on June 25, 1938, established the minimum wage and maximum hours requirements and defined the kinds of work “exempt” from those requirements. Under the Act, “non-exempt” refers to a job for which the employer must pay at least minimum wage for the position and must give overtime pay for hours worked in excess of the weekly hours for which a person is employed. “Exempt” employees are not paid overtime.

IV. Sexual Abuse and Misconduct

- A. It is the policy of the Presbytery and DWA to maintain a workplace free of any form of sexual abuse and misconduct, including sexual intimidation by any Presbytery or DWA employee or by non-employee work contacts. Sexual abuse and misconduct, in any form, is unacceptable behavior within the workplace and is subject to disciplinary action.

- B. Sexual abuse and misconduct includes, but is not limited to, unwelcome and unsolicited sexual advances, requests for sexual favors, discriminatory torment based on gender or sexual preference, and other undesirable verbal, visual, or physical conduct of a sexual nature, manifested in person or via one (1) or more types of electronic media. In particular, sexual abuse and misconduct has occurred if:
- submission to any kind of sexual abuse and misconduct is an explicit or implicit term or condition of employment;
 - submission to, or rejection of, sexually harassing behavior is used as the basis of employment or other personnel decisions affecting the recipient of the behavior;
 - Sexual abuse and misconduct has the purpose or effect of unreasonably interfering with the recipient's work performance or creating an intimidating, hostile, or offensive work environment.
- C. Any Presbytery or DWA employee who believes, in good faith, that there has been a violation of this policy should report the perceived violation as soon as possible. Presbytery employees should report the violation to the General Presbyter or the Stated Clerk and DWA employees should report either to the Director, the CDWA Chair, or a member of the CDWA Personnel Team. Every complaint received by any one of these persons must be immediately communicated to the Stated Clerk and General Presbyter for action in accordance with the Presbytery's policy and procedures on sexual misconduct.

V. Computer/Electronic Media

The Presbytery and DWA maintains control over all Presbytery and DWA owned computers and other digital devices (e.g. phones, cameras, projectors, iPads, etc.) used by its employees. These devices are only to be used in furtherance of the Presbytery's and DWA's ministry and mission. Generating, viewing, and/or sharing sexual, hate, or other degrading or incendiary content by ANY means will not be tolerated, whether on DWA-owned, Presbytery-owned, or personal devices while on Presbytery or DWA property. Sensitive or personal content should not be accessed from or kept on a digital device belonging to DWA or the Presbytery. Personal use of digital devices is to be limited and appropriate. The Presbytery and DWA have the right to monitor computer, Internet and email use by its employees on Presbytery-owned and DWA-owned equipment; no employee should have an expectation of privacy with regard to any material on such equipment. Abuses of this policy may be grounds for immediate termination of employment, without severance pay or pay for accrued vacation.

VI. Substance Abuse

The Presbytery and DWA are Drug Free Workplaces. All Presbytery and DWA employees shall adhere to a drug-free, smoke-free, and vape-free policy. The General Presbyter or Director may at any time require drug testing. Substance abuse is defined as the use of illegal drugs and/or the abuse of legal drugs and/or alcohol. For Presbytery employees, if substance abuse is substantiated after drug test, the Personnel Committee will make a recommendation to the Coordinating and Planning Commission after consulting legal counsel, as appropriate. Similarly for DWA employees, if substance abuse is substantiated after drug testing, the CDWA Personnel Team will, after consulting with legal counsel, make a recommendation to CDWA, as appropriate. Substance abuse may be grounds for termination.

VII. Nepotism

To affirm and facilitate equal opportunity for employees and employment candidates, care shall be exercised in the employment and assignment of persons who are direct relatives of people in the Presbytery's or DWA's employment. Such people shall not be automatically denied employment or fair treatment in the full spirit of these policies.

However, individuals shall not be employed by or through the involvement of direct relatives and they shall not be assigned to a position where a direct relative is in a position to influence the employee's salary, promotion, supervision, or other aspects of personnel practice. Exceptions may be made after consultation with Presbytery's Personnel Committee or CDWA, as appropriate.

VIII. Conflict of Interest

- A. No employee shall accept any gift, gratuity, grant service, or any special favor from any person(s) or businesses which provide or receive goods and services, or which seek to provide or receive goods and services to or from the Presbytery or DWA. However, minor courtesies such as luncheons, dinners, or similar arrangements in connection with business discussions may be received.
- B. In addition, if an employee is called upon to participate in a decision in which the interests of the employer will have an effect on his or her personal interests, the employee shall abstain from participation in the decision.
- C. Employees who hold other paid or volunteer positions should ensure that such outside employment or volunteer work will not interfere with the performance of their duties or produce a conflict of interest in the pursuit of those duties. Any question regarding this shall be reviewed with the Presbytery supervisor or Director.
- D. All employees shall avoid even the appearance of conflict of interest, special interest, or any other inappropriate conduct. If an employee discovers that s/he may be in a position of conflict of interest, s/he shall immediately report this conflict to the Presbytery supervisor or Director.

IX. Honoraria

- A. Ordinarily, Presbytery or DWA personnel will not retain honoraria for any services rendered off-site; if impossible to refuse or return, it shall be given to the Presbytery or DWA in the name of the person or entity that offered the honorarium to the staff person. If an honorarium is kept, the individual assumes all costs for travel, housing, and other related expenses.
- B. When any teaching or ruling elder or other staff persons are preaching in a local church, they shall be on their own time and cost unless on Presbytery business. Therefore teaching or ruling elders or other staff persons should be paid by the inviting congregation when the invitation is unrelated to Presbytery business. The teaching or ruling elder or other staff persons shall not be considered to be pulpit supply for the Presbytery.

X. Outside Investigations

In the event of an inquiry by the press, police, Federal Bureau of Investigation, or other investigational agency or official concerning the work of the Presbytery or DWA, its activities, records, or personnel; or in the event an employee of the Presbytery or DWA is sought for questioning by a governmental agency, employees shall adhere to the following policy:

- All such inquiries shall be referred to the General Presbyter and /or Director.
- No information or documents of any kind will be released until the General Presbyter, Director and Stated Clerk have consulted with and attained the clearance of the Moderator of the Presbytery or his/her representative in matters regarding governmental investigations.

- The General Presbyter, Director, CDWA Chair, and Stated Clerk may release information or documents following the consultation and clearance described above.

XI. Separation Practices

The term "separation" shall refer to any and all terminations of the relationship between the Presbytery or DWA and an employee, exempt or non-exempt.

- A. **Voluntary resignation:** A voluntary choice of separation, freely made by the employee, may take place after two (2) week's written notice for exempt employees or non-exempt employees. For exempt employees, thirty (30) days of notice is preferred. All such employees will receive pay for accrued vacation in that calendar year. Vacation pay is forfeited if notice is not given.
- B. **Suspension:** In the event of unacceptable behavior (e.g., insubordination, harassment of other employees, apparent involvement in dishonest or unethical acts) the supervisor of that employee may suspend the employee, pending verification and evaluation of the circumstances. Suspended employees will receive pay during the investigation process.

Suspension without pay may be invoked by a supervisor in circumstances where an offense requiring disciplinary action has been clearly established, but not warranting immediate dismissal. Normally, suspension will be invoked after verbal and written warnings have been issued to employees regarding inappropriate conduct on the job. Suspension shall be a warning to the employee that repetition or failure to improve job performance would subject the employee to dismissal. Suspension without pay may be for a period of up to two (2) weeks.

Consultation between the employee and the immediate supervisor shall precede suspension. Notice of the reason for the suspension must be given to the employee in writing.

The employee shall be notified in writing of his/her right to use the complaint procedure as outlined in these policy guidelines and shall have the right to defend his/her position with or without an advocate. If the employee decides to use an advocate, it will be at the employee's expense.

Prior to all actions of suspension of employees by supervisors, consultation with the Presbytery Personnel Committee or CDWA Personnel Team and /or consultation with the General Presbyter or his/her designee will precede the decision to suspend.

XII. Retirement

The Benefit Plan of the Presbyterian Church (USA) is designed to make possible retirement at age sixty-five (65) with full benefits in relation to accrued pension credits. Those who work beyond age sixty-five (65) will continue to accrue additional pension credits.

- A. **Early retirement:** An employee may retire as early as age fifty-five (55) with an actuarially reduced benefit.
- B. **Transition to retirement:** Employees who wish to plan for a gradual transition to retirement are encouraged to explore with the General Presbyter, Director or CDWA Chair possibilities for alternative responsibilities, part-time responsibilities, special project assignments, or other arrangements which would be beneficial to the employee

and the employer.

- C. **Working beyond seventy (70):** Those who desire to work beyond age seventy (70) may continue on a year-to-year basis.

Presbytery Specific Policies

XIII. Position Descriptions

- A. A written position description which accurately reflects the job functions will be developed by the appropriate Search Committee, or the General Presbyter and the Personnel Committee, depending on the position to be filled. New positions must be approved by the Coordinating and Planning Commission and, in the case of the exempt staff, also approved by the Presbytery.
- B. Position description will be validated by the General Presbyter in consultation with the new staff member and the Personnel Committee 4 to 6 months following employment. Minor changes may be approved by the Personnel Committee, with significant changes in job function to be approved by the Coordinating and Planning Commission. Should the new person be called by the Presbytery, the changes would have to be approved by the Presbytery upon recommendation by the Personnel Committee.
- C. Advertised positions shall state that the Presbytery is an Equal Employment Opportunity employer. The E.E.O. policy shall be followed in consideration of applicants.
- D. All new employees as part of the hiring process shall be subject to background checks. All applicants who have been offered employment regardless of classification are required to submit a written application prior to the initial interview. The creation of all full-time, part-time and interim positions shall be upon the recommendation of the Coordinating and Planning Commission or the Personnel Committee. All staff will have a background check performed prior to their hiring that includes Driver's License, credit and criminal background checks. Review of each background check is done by the General Presbyter and will be retained under lock-and-key in the Presbytery Office.
- E. The Personnel Committee, in consultation with Committee on Presbytery Administration, will make recommendations to either the Coordinating and Planning Commission or Presbytery for salary ranges for each position description and recommendations for any salary changes or bonuses.

XIV. The Employer

The legal employer of all Presbytery staff is the legal corporation of the Presbytery. The Presbytery, in consultation with the Synod of South Atlantic, will have the authority to employ, appoint, call, terminate, provide compensation and benefits and direct the work of its staff.

The General Presbyter is the head of staff of the Presbytery with the exception of DWA staff. DWA staff report to the Director. The General Presbyter is responsible to oversee all employment, termination, compensation and benefits, and to direct the work of staff in accordance with the goals and objectives of the Presbytery.

General Presbyter: The search for and election of the General Presbyter will be coordinated by the Coordinating and Planning Commission.

elected staff: The General Presbyter, stated clerk and treasurer are elected by Presbytery in accordance with the provisions of the Book of Order.

non-exempt staff: Non-exempt staff positions are hired upon recommendation of the General Presbyter and concurrence by the Personnel Committee.

XV. Probationary Period

The first 180 days of employment in a non-exempt position constitute a probationary period. Employment may be terminated for any reason during this period. Neither pay in lieu of notice nor severance pay will be given an employee whose employment is terminated during the probationary period.

XVI. Work Week

- A. Unless otherwise specified in the position description, the normal work week for non-exempt staff is 35 hours (9 – 4); this includes a 30-minute lunch and two 15-minute breaks. For all hours per week over 35 hours, pay is at the rate of one and one-half times the regular hourly rate. Exempt employees are not paid overtime wages for hours worked in excess of 35 hours per week.
- B. Required attendance at meetings for non-exempt staff outside of normal working hours shall be considered overtime and shall be compensated as indicated.

XVII. Business Expense Reimbursements

- A. All reasonable expenses incurred by personnel that are considered to be ordinary and necessary costs of performing the duties of their positions will be reimbursed. Reimbursements are made from the appropriate budgeted accounts (a) when the staff person has paid or incurred the expenses in the performance of his or her job functions and has substantiated or adequately accounted for those expenses by submitting receipts and vouchers and (b) when the reimbursement has been authorized by the General Presbyter and verified by the treasurer. Amounts so reimbursed are not subject to income tax withholding or payment of social security, Medicare, and federal unemployment taxes. Ordinarily, reimbursement amounts are paid after the expense has been incurred; however, if a staff person receives an advance for an anticipated expense, any excess reimbursement must be returned within 30 days of receipt of the advance.
- B. **Per Diem:** Meals and Incidental expenses shall be based on figures obtained from the current Domestic Per Diem Rates for Florida, from the U. S. General Services Administration found at <http://www.gsa.gov> .

Should a person go over on their per diem expenses as a whole for the day, they would be responsible for the difference or have prior approval from the Personnel Committee to go above the amount depending on the location of the event that is being attended.

XVIII. Benefits

- A. **Social Security:** All personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee's share of the tax is withheld from the wages of lay staff.

- B. **Pension:** Exempt staff is enrolled in the Benefits Plan of the Presbyterian Church (USA). Non-exempt, full-time employees may elect to participate in a 403(b) plan. Presbytery may match a contribution up to a percentage of the employee's annual salary as set by the Personnel Committee dealt with on an individual basis or 3% per employee.
- C. **Health Insurance:** Exempt staff is enrolled with the Benefits Plan and are covered by the Plan's Major Medical Plan. (Non-exempt full-time employees are eligible for the Benefits Plan through the Board of Pensions, or may be enrolled in a plan with comparable benefits.) Employee membership is paid by the Presbytery. Should an employee choose additional optional insurance or to insure their family those costs will be covered by the employee.
- D. **Vacation:** Vacation is earned and used on a calendar year basis. Seventy-six (76) hours will be prorated during the first calendar year of employment, with no leave available for use during the first 180 days. The General Presbyter may grant exceptions to this limitation for extenuating circumstances. There will be no carryover of unused vacation. At the time of termination of employment [voluntarily or involuntarily], vacation days will be paid on a prorated basis.

One year to three years of service:	76 hours
Three years to six years of service:	92 hours
Six years to ten years of service:	114 hours
Beyond ten years of service:	168 hours

- E. **Holidays:** Ten (10) paid holidays will be observed each year:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

Should the holiday fall on a Saturday, the holiday will be taken on Friday. If it falls on a Sunday it will be taken on Monday. Should the holiday fall on a part time employee's normal day off, the employee will not be entitled to a different day off during the week. During the 180 day probationary period of employment, employees are entitled to paid holidays observed by the Presbytery.

One (1) personal day with approval of the immediate supervisor is provided.

Any changes will be recommended to the Committee on Presbytery Administration by the Personnel Committee at the end of each year.

- F. **Sick leave:** During the 180 day probationary period of employment, non-exempt employees are entitled to one paid sick day.

Permanent employees will receive seventy-six (76) hours of sick leave each calendar year, cumulative up to 648 hours, to be used in case of personal illness with approval of the General Presbyter. Sick leave entitlement during each year of employment will be prorated according to length of employment that calendar year. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim to pay in lieu of unused sick leave.

- G. **Worker's Compensation Insurance:** All employees shall be covered by the Worker's Compensation Laws of the State of Florida.

- H. **Leaves of absence with pay:** Leaves of absence with pay shall be granted to the following:
 1. Employees engaged in regular training periods in the U.S. Armed Forces, including probationary employees, at their Net Pay rate.
 2. Employees called for Jury Duty at their Net Pay rate.
 3. Employees who marry and who have been employed with the Presbytery for one year or longer (for up to three days), at their Net Pay rate.
 4. Employees who have personal or family emergencies which cannot be cared for outside working hours (up to three days annually) at their Net Pay rate, upon approval of the General Presbyter.

- I. **Active military personnel:** Active military personnel are granted leave of absence without pay for the duration of their active duty. The Presbytery shall abide by the Federal Law as to returning to their position.

XIX. Other

- A. Ordinarily children of employees are not allowed to accompany their parent to work-related activities, business or meetings. However, children of employees may participate in any activity of the Presbytery that is appropriate for their age group. Exceptions can be granted by the General Presbyter based on individual circumstances that might arise.
- B. Professional Organizations – Membership and participation in professional organization will be encouraged by the Presbytery.
- C. Continuing Education: (exempt employees)
 1. Must be coordinated and approved by the General Presbyter.
 2. The Personnel Committee coordinates the study leave of the General Presbyter.
- D. Continuing Education: (non-exempt employees/non-probationary employees) Up to five (5) days per calendar year with approval by the General Presbyter. Additional time requested shall be granted by the Personnel Committee.

XX. Grievances

- A. All problems arising from employment or conditions of employment are to be directed to the General Presbyter as head of staff. In those cases where solution to a problem has not been resolved through discussion with the General Presbyter, the employee may appeal to the Personnel Committee.
- B. If the above steps fail to provide an acceptable remedy, the employee may file a written complaint with the Coordinating and Planning Commission, which becomes the mediator and will strive to work out an acceptable solution.

Note: If further steps are required in the grievance process, the Presbytery will follow the Complaint Procedure recommended in "Personnel Policies for Agencies and Guidelines for Councils of the Presbyterian Church (U.S.A.)."

XXI. Termination

- A. **Dismissal for Cause:** Dismissal for cause may take place by written notice by the General Presbyter, with concurrence from the Personnel Committee, giving reasons for termination. Reasons may include, but are not limited to: unsatisfactory performance; insubordination; computer / internet policy violations; illegal, dishonest or unethical behavior; refusal to work within his/her position description; repeated unexcused absences; repeated tardiness; incompetence; or substance abuse. An employee may be placed on probation for a specific period of time with guidance/instructions from the Personnel Committee stating ways to improve work performance before dismissal.

Discharge of an employee is always considered to be an action of last resort taken after remedial measures have been proven ineffective or when the employee's conduct is such as to preclude further employment. Written documentation is required prior to recommendation for dismissal unless immediate dismissal is considered necessary for the safety of persons or property. Dismissal is subject to the complaint procedure as outlined in these policy guidelines.

- B. **Reduction of Staff:** If the Presbytery, because of a fundamental change in long-range objectives, reorganization changes, changes in program or a serious change in financial outlook is required to make a reduction in work force, the decisions and procedures by which staff members will be released will be fairly and consistently applied to all staff of the Presbytery. After consultation with the affected employee(s), written notice will be issued by the General Presbyter or the Coordinating and Planning Commission to all regular staff announcing the reduction and the reasons for it. A severance allowance will be granted in relation to length of service, with one week of severance pay for each completed year of service, not to exceed five weeks of pay.
- C. **End of term and exit interview:** End of term and exit interviews for all staff shall be held by representatives of the Personnel Committee with recommendations to the Coordinating and Planning Commission concerning changes in position description or renewal calls.

XXII. Part-time Employees

Part-time employees are those who are employed to work less than the 35-hour week. If they are not temporary and are employed at least 20 hours a week, they are eligible for the following:

- A. Holiday pay, if the holiday falls on one of the regularly scheduled working days for that part-time employee.

- B. Jury duty pay at the Net Pay rate.

Regular pay up to 35 hours; time and a half pay over 35 hours in any work week.

- C. Vacation pay and sick leave in proportion to hours worked each week shall be based on percentage of 1976 hours, which are the total hours for a full time employee.
- D. Worker's Compensation.
- E. Social Security participation.
- F. Severance allowance in proportion to hours worked each week.

XXIII. Performance Reviews

All employees shall have a bi-annual performance review, [February for reviewing goals and continuing education objectives and August for performance] with the participation of the employee and the General Presbyter. The chair of the Personnel Committee will solicit feedback from a representative population of those individuals that the employee would normally encounter over the course of the year in support of these performance reviews. A list of individuals shall be given to the chair of the Personnel Committee prior to the performance review. Prior to discussions with the employee, the chair of the Personnel Committee will summarize the results of the feedback for each employee and his/her assessment of the employee, and brief the Personnel Committee. The feedback forms will be made available to the Personnel Committee upon request. Records of the discussions between the General Presbyter and the Personnel Committee will be documented in the Personnel Committee minutes. The performance reviews for each employee will be signed by the reviewer and the employee and placed in the employee's personnel folder.

Feedback for reviews will include the Chairperson of the teams each employee relates to directly or indirectly.

XXIV. Annual Compensation Review

- A. The Personnel Committee is responsible for recommending to the Committee on Presbytery Administration all salary increases. Salary levels shall be maintained in a manner that results in their being consistent internally, responsive to changes in the cost of living, and in keeping with the church's compensation standards. Salary scales for non-exempt staff shall be in keeping with the provisions of Federal laws covering minimum wages.
- B. Salary reviews will be scheduled annually, as part of the performance review held during August, with any proposed changes effective 1 January.

The Personnel Committee will determine salary adjustment recommendations for the General Presbyter, and provide the recommendation to the Committee on Presbytery Administration for budgeting and approval.

The General Presbyter will make salary adjustment recommendations for each member of the staff during the review with the Personnel Committee. The Personnel Committee will consider the

General Presbyter's recommendations and decide on those salary adjustments which will be recommended to the Committee on Presbytery Administration for budgeting and approval.

XXV. Parental Leave and Benefits

In addition to the benefits available while an employee is medically disabled, an employee is entitled to parental leave in the period immediately preceding and following the birth or adoption of a child as follows:

- A. The employee should apply for the leave at least one month in advance of the expected arrival of the child, specifying the amount and type of leave time desired.
- B. The leave may be up to six months. The leave may include a period in advance of the expected arrival of the child, and some may be taken after the child has arrived. The leave normally should be unbroken except for any periods of absence due to medical disability.
- C. The first two months of the parental leave will be at 75 percent of the employee's annual pay. Alternatively an employee may choose to take the first three months at 60 percent of their annual pay. **Any leave following the parental paid periods will be leave without pay.**
- D. Benefit coverage (except vacation and sick leave accrual) and service credit will continue during the entire leave, with the cost of benefits paid by the employing unit.
- E. If both parents are on the same employing unit payroll, only one parental leave will be granted. It may be shared by the two parents.
- F. Upon completion of parental leave, the employee will be entitled to return to his or her position. The position will not be filled during the leave except on a temporary basis. The employer may offer a different but comparable position to the employee returning from parental leave, which the employee will be free to accept or decline without prejudice.
- G. Any salary increase action for which the employee may become eligible in the course of the leave will be effective on return to employment.
- H. If the position left by the employee has ceased to exist, the regular termination policy, **Section XXI paragraph B, will apply.**

XXVI. Term of Office

Unless an employee is elected for a specific period or has a contract of employment, all employment is of indefinite term.

- A. **Elected staff:** In accordance with the Book of Order, elected staff may be elected for a specific term or for an indefinite period, at the discretion of the agency or council.
- B. **Exempt staff:** All other exempt staff will be appointed for indefinite periods unless there are particular programmatic or budget reasons for specific term appointments.
- C. **Non-exempt staff:** Non-exempt staff shall serve for an indefinite period unless otherwise determined in advance of employment.

XXVII. Calls

- A. **Calls for ministers:** All staff, other than the General Presbyter, who are ministers or elders shall be provided with an initial written call stating the terms of employment. Such a call is to be prepared by the Search Committee with input from the General Presbyter in a form authorized by the Personnel Committee and Committee on Presbytery Administration. In compliance with the Book of Order, the call shall be submitted to the Presbytery for approval. Subsequent changes to these calls will be prepared and presented to the Presbytery by the Personnel Committee.
- B. **Calls for General Presbyter:** The initial call for the General Presbyter shall be provided with a written call stating the terms of employment. Such a call is to be prepared by the Search Committee, recommended by the Coordinating and Planning Commission, approved by the Presbytery and then signed by the moderator and stated clerk of the Presbytery. Subsequent changes to this call will be prepared and presented to the Presbytery by the Personnel Committee.
- C. **Calls for elected staff:** All elected staff shall be provided with a written call stating the terms of employment. Such a call is to be prepared by the General Presbyter or the Coordinating and Planning Commission.
- D. **All calls:** All written calls will contain wording that will indicate the intent of the Presbytery to honor the terms of a call except in case of a failure of the employee to perform satisfactorily or in the case of a change in structure or function (in which case adequate notice will be given.)

Dogwood Acres Specific Policies

The Overall policies and Dogwood Acres Specific policies apply to all Dogwood Acres employees, with specific exceptions relative to seasonal employees (see below). The DWA Director, CDWA Chair, CDWA Personnel Team, and/or CDWA may increase or extend the benefits outlined in this document, which sets a minimum standard for creating Employee Agreements and Job Descriptions.

Employment for seasonal staff, such as summer camp counselors, is guided by this Policy, with the following exceptions: III, IX, XI, XII, XXIX (B), XXXI, XXXIV (B-H), XXXVII (B para 2), XXXIX, XL, XLII (A). The remaining sections of this Policy shall apply to seasonal employees, as well.

XXVIII. Position Descriptions

- A. Written position descriptions that accurately reflect the job functions of each position will be developed by the CDWA and/or CDWA Personnel Team, in consultation with the DWA Director and approved by the CDWA.
- B. The creation of all full-time, part-time, and interim positions at DWA shall be the responsibility of the CDWA, with input from the Director.
- C. The Director, in consultation with the CDWA, will be responsible for hiring and, when necessary, dismissal of DWA personnel. Except where otherwise noted, all DWA staff will report to and be supervised by the DWA Director.
- D. All new employees, as part of the hiring process, shall fill out a written application and shall be subject to background checks, which will include driver's license, credit, and criminal background. Review of completed background checks will be done by the Director and kept secure.

- E. The CDWA, in consultation with the Director, will make recommendations for salary ranges for each position description and recommendations for any salary changes or bonuses. The CDWA will have sole discretion over the salary and bonuses of the Director.

XXIX. The Employer

The legal employer of all Presbytery (therefore, DWA) staff is the legal corporation of the Presbytery. As a practical matter, however, the DWA Director is Head of Staff for Dogwood Acres. S/he, in consultation with the CDWA, is responsible for overseeing all employment, termination, compensation and benefits and for directing the work of DWA staff in accordance with the goals and objectives of the CDWA and Presbytery.

XXX. Probationary Period

The first 180 days of employment in both exempt and non-exempt positions constitute a probationary period, which will conclude with a performance review. Employment may be terminated for any reason during this period. Neither pay in lieu of notice nor severance pay will be given an employee whose employment is terminated during the probationary period.

XXXI. Work Week and Full-Time, Part-Time

- A. Unless specified in the position description, the normal work week for full-time non-exempt staff is 40 hours, which includes two (2) 15-minute breaks daily. For all hours per week over forty (40) hours, pay is at the rate of one and one-half (1.5) times the regular hourly rate. Overtime work by full- and part-time non-exempt employees is generally allowable only at the discretion of the Director. Exempt employees are not paid overtime wages for hours worked in excess of forty (40) hours per week.
- B. Employees working fewer than forty (40) hours per week will be considered part-time. Part-time employees' hours will include one (1) 15-minute break for each 4-hour period worked during a day.

XXXII. Business Expense Reimbursements

All reasonable expenses incurred by personnel that are considered ordinary and necessary costs of performing the duties of their positions will be reimbursed. Only expenses approved by the CDWA or Director and substantiated by receipts will be reimbursed.

XXXIII. Benefits

- A. **Social Security:** All personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee's share of the Social Security tax is withheld from the wages of the employee.
- B. **Pension:** Full-time exempt staff is eligible to be enrolled in the Benefits Plan of the Presbyterian Church (U.S.A.) and its Pension Plan. Non-exempt full-time employees and part-time employees working an average of at least thirty (30) hours per week may elect to participate in a 403(b) plan. Presbytery may match a contribution of up to 3% of the employee's annual salary. The election to participate and the agreed upon amount of withholding and match will be indicated in each employee's Employment Agreement. The employee's decision to enroll can be re-examined during annual reviews.
- C. **Health Insurance:** Full-time exempt staff is eligible for enrollment with the PC(USA) Benefits Plan and may be covered by the Plan's Major Medical Plan. The decision to enroll and the levels of cost covered by DWA will be part of each employee's Employment Agreement, will be made on a case-

by-case basis at the time of original employment and can be re-examined during annual reviews. Full-time non-exempt employees are eligible for the Benefits Plan through the Board of Pensions, or may be enrolled in a plan with comparable benefits. Part-time staff must average at least thirty (30) hours per week to become eligible for this benefit. Should an employee choose additional optional insurance or to insure their family, those costs will be covered by the employee.

- D. **Vacation:** Vacation for non-exempt staff is earned and used on a calendar-year basis. Vacation will be accumulated during the calendar year, based on the number of hours worked. As a minimum standard, one (1) hour of vacation is earned for every forty (40) hours worked. Vacation time must be used in the calendar year that it is earned and does not carry over at the end of the year. Exempt employees' vacation time rate of accrual is decided on at the time of employment and described in the individual Employment Agreement.

- E. **Holidays:** Ten (10) paid holidays will be observed each year: **New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, and Christmas Day.** These holidays are paid at each employee's regular rate, whether salaried or hourly. Part-time employees' "regular rate" will be their average daily hours over the previous fifteen (15) weeks of employment. For full-time employees who work Monday through Friday, holidays that fall on the weekend may be taken on either Friday or Monday, as agreed-upon in advance by the employee and employee's immediate supervisor and must be taken in the week immediately preceding or following the holiday. Should the holiday fall on a part-time employee's day off, the employee will not be entitled to a different day off during the week. During the 180-day probationary period of employment employees are entitled to paid holidays observed by DWA.

However, if an event has been contracted on or includes a paid holiday (e.g., a family reunion held over the 4th of July weekend; A Dogwood Acres Christmas), the staff approved for the event by the DWA Director will be remunerated—for that paid holiday alone—at twice the rate of their regular pay for comparable, non-holiday time. When remunerated at this rate a replacement holiday will not be taken.

- F. **Sick leave:** During the 180-day probationary period of employment, full-time non-exempt employees are entitled to one (1) paid sick day. Part-time non-exempt employees are entitled to one (1) paid sick day during the 180-day probationary period of employment, based on their average daily hours over the previous fifteen (15) weeks of employment. After the 180-day probationary period, non-exempt employees will receive one (1) hour of sick leave per 40 hours worked during the calendar year, cumulative up to a total of eighty (80) hours of sick leave, to be used in case of personal or family illness. More than five (5) consecutive days of sick leave require submission of a doctor's note to the employee's immediate supervisor. Extenuating circumstances may be approved at the discretion of the Director or CDWA Chair. At the time of employment termination, either voluntary or involuntary, an employee shall have no claim to use of or pay in lieu of unused sick leave.

- G. **Worker's Compensation Insurance:** All employees shall be covered in accordance with the Worker's Compensation laws of the State of Florida.

- H. **Leaves of Absence with Pay:** Leaves of absence with pay shall be granted to all employees for the following when they fall on one (1) or more work days:
 - 1. Jury Duty – up to five (5) days per year at their normal average hours per day and pay rate. The stipend paid for jury duty must be relinquished to DWA, as the employee is paid while on Jury

Duty. The employee may choose to take Jury Duty as unpaid leave, if the stipend for Jury Duty is higher than a day's wage at DWA.

2. Personal or family emergencies which cannot be addressed by an employee outside working hours – up to three (3) regular work days per calendar year at the normal (15-week average) pay, upon approval by the Director or CDWA.
3. Bereavement Leave – up to one (1) calendar week for the passing of a member of the employee's immediate family. Approval is at the discretion of the DWA Director or CDWA Chair.

XXXIV. Other

- A. Ordinarily, children of employees are not allowed to accompany their parents to work-related activities, business, or meetings. However, children of employees may participate in DWA activities that are appropriate for their age group. Exceptions may be granted by the Director based on individual circumstances that might arise.
- B. Continuing Education: Efforts to increase skills and knowledge are encouraged. Continuing education that impacts the employee's work schedule must be coordinated with and approved by the Director; the Director's continuing education must be approved by and coordinated with the CDWA. For non-exempt employees, up to five (5) continuing education days per calendar year may be approved by the Director. Additional time requested may be approved by the CDWA.

XXXV. Grievances

All problems arising from employment or conditions of employment are to be directed to the Director. In those cases where the employee(s) cannot reasonably discuss the problem with the Director or when the problem has not been resolved through discussion with the Director, the employee(s) may appeal to the CDWA Chair, who may consult with the CDWA Personnel Team.

XXXVI. Termination of Employment

- A. **Dismissal for Cause:** Dismissal for cause may take place by verbal and/or written notice by the DWA Director, giving reasons for termination. Reasons may include, but are not limited to, unsatisfactory performance; insubordination; policy violations; illegal, dishonest or unethical behavior; refusal to work within his/her position description; repeated unexcused absences; repeated tardiness; incompetence or substance abuse. Before dismissal, an employee may be placed on probation for a specific period of time with guidance and/or instructions from the Director or CDWA Chair, stating ways in which to improve work performance. Severance pay will be granted only at the discretion of the Director, acting on the advice of the CDWA Chair and CDWA Personnel Team.
- B. **Involuntary Separation:** If DWA is required to make a reduction in work force because of a fundamental change in long-range objectives, reorganization changes, a serious change in financial outlook, or other circumstances arising out of no fault of the employee, the decision for dismissal will be at the discretion of the Director in consultation with the CDWA Chair and CDWA Personnel Team. The decisions and procedures by which staff members will be released will be fairly and consistently applied to all DWA staff. After consultation with the affected employee(s), written notice will be issued by the Director or CDWA Chair to all staff announcing the reduction and the reasons for it.

Severance pay for full-time exempt employees may be granted relative to length of service, with one (1) week of severance pay for each completed year of service, not to exceed five (5) weeks of pay. For non-exempt part-time employees, severance pay may be granted relative to length of service, with one (1) week of severance pay for each completed year of service, not to exceed five (5) weeks of pay, based on an average of the previous fifteen (15) weeks.

XXXVII. Performance Reviews

- A. All DWA employees shall have an annual performance review with the participation of the employee and the CDWA Personnel Team, based on input by the Director, as appropriate. However, both the employee and immediate supervisor should actively seek opportunities for regular feedback throughout the year and make the CDWA Chair aware of particular successes, strengths, and needs for improvement.
- B. The performance reviews for each employee will be signed by the reviewers and employee, and placed in the employee's personnel folder. Signature by the employee indicates receipt of the performance review, but does not signify agreement with its contents.

XXXVIII. Annual Compensation Review

- A. The CDWA Personnel Team is responsible for recommending to the Director all salary ranges, increases, and bonuses. Salary scales for non-exempt staff shall be in keeping, at minimum, with provisions of federal laws covering minimum wages.
- B. Salary reviews will be scheduled annually as part of the performance review.

XXXIX. Parental Leave and Benefits

In addition to the benefits available while an employee is medically disabled, an employee who has worked for a minimum of three (3) months is entitled to Parental Leave in the period immediately preceding and following the birth or adoption of a child, as follows:

- A. The leave may be up to three (3) months and may be extended at the discretion of the Director or CDWA Personnel Team. The leave may include a period in advance of the expected arrival of the child and some may be taken after the child has arrived. The leave normally should be unbroken, except for any periods of absence due to medical disability.
- B. The employee should apply for the leave at least one (1) month in advance of the expected arrival of the child, specifying the amount and type of leave time desired.
- C. The first two (2) months of the parental leave will be at 75% of the employee's annual pay. Alternatively, an employee may choose to take all three (3) months at 60% of his/her annual pay. Any leave following the paid Parental periods will be without pay.
- D. Service credit and benefit coverage, except vacation and sick leave accrual, will continue during the entire leave, with the cost of benefits paid by DWA as specified in the Employee Agreement.
- E. If both parents work for DWA, only one (1) parental leave will be granted. It may be shared by the parents.
- F. Upon completion of parental leave, the employee will be entitled to return to his or her position. The position will not be filled during the leave, except on a temporary basis. The employer may offer a different, but comparable position to the employee returning from parental leave which the employee will be free to accept or decline without prejudice.
- G. Any salary increase action for which the employee may become eligible in the course of the leave will be effective on return to employment.

- H. If the position left by the employee has ceased to exist, the regular termination policy, Termination of Employment: Involuntary Separation will apply.

XL. Term of Office

- A. **Exempt staff:** Exempt staff will be appointed for indefinite periods unless there are particular programmatic or budget reasons for specific term appointments.
- B. **Non-exempt staff:** Non-exempt staff shall serve for an indefinite period unless otherwise determined in advance of employment.

XLI. Separation Practices

The term "separation" shall refer to any and all terminations of the relationship between DWA and an employee, exempt or non-exempt.

- A. **Exit interview:** When possible and prudent, exit interviews for departing staff shall be held by one (1) or more representatives of the CDWA Personnel Team with recommendations to the CDWA concerning changes in Position Description or Employment Agreement.
- B. **Prior to departure:** Prior to disbursement of the final check, the departing employee must return all DWA property. Full access must also be provided to all intellectual property (e.g., web and graphic design, documents, flyers, music) generated on behalf of DWA, which remains DWA property and to which it holds the copyright.