

**PERSONNEL POLICY
OF THE PRESBYTERY OF FLORIDA
Approved June 4, 2020**

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. Ministry of Dogwood Acres (MDWA) is a ministry of the Presbytery that oversees the operation of DWA.
- D. MDWA Personnel Team is a sub-committee of the MDWA that is responsible for the personnel decisions associated with DWA.
- E. Ministry Coordinating Council 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

- 43 condition of employment;
- 44 • submission to, or rejection of, sexually harassing behavior is used as the basis of
- 45 employment or other personnel decisions affecting the recipient of the behavior;
- 46 • Sexual abuse and misconduct has the purpose or effect of unreasonably interfering with
- 47 the recipient's work performance or creating an intimidating, hostile, or offensive work
- 48 environment.

49 C. Any Presbytery or DWA employee who believes, in good faith, that there has been a violation of this

50 policy should report the perceived violation as soon as possible. Presbytery employees should report

51 the violation to the Ministry Coordinating Council or the Stated Clerk and DWA employees should

52 report either to the Director, the MDWA Chair, or a member of the MDWA Personnel Team. Every

53 complaint received by any one of these persons must be immediately communicated to the Stated

54 Clerk and Ministry Coordinating Council for action in accordance with the Presbytery's policy and

55 procedures onsexual misconduct.

56 V. **Computer/Electronic Media**

57 The Presbytery and DWA maintains control over all Presbytery and DWA owned computers and other

58 digital devices (e.g. phones, cameras, projectors, iPads, etc.) used by its employees. These devices are

59 only to be used in furtherance of the Presbytery's and DWA's ministry and mission. Generating, viewing,

60 and/or sharing sexual, hate, or other degrading or incendiary content by ANY means will not be tolerated,

61 whether on DWA-owned, Presbytery-owned, or personal devices while on Presbytery or DWApportunity.

62 Sensitive or personal content should not be accessed from or kept on a digital device belonging to DWA

63 or the Presbytery. Personal use of digital devices is to be limited and appropriate.

64 The Presbytery and DWA have the right to monitor computer, Internet and email use by its employees

65 on Presbytery-owned and DWA-owned equipment; no employee should have an expectation of privacy

66 with regard to any material on such equipment. Abuses of this policy may be grounds for immediate

67 termination of employment, without severance pay or pay for accrued vacation.

68 VI. **Substance Abuse**

69 The Presbytery and DWA are Drug Free Workplaces. All Presbytery and DWA employees shall adhere to a

70 drug-free, smoke-free, and vape-free policy. The Ministry Coordinating Council or Director may at any

71 time require drug testing. Substance abuse is defined as the use of illegal drugs and/or the abuse of legal

72 drugs and/or alcohol. For Presbytery employees, if substance abuse is substantiated after drug test, the

73 Personnel Committee will make a recommendation to the Coordinating and Planning Commission after

74 consulting legal counsel, as appropriate. Similarly for DWA employees, if substance abuse is

75 substantiated after drug testing, the MDWA Personnel Team will, after consulting with legal counsel,

76 make a recommendation to MDWA, as appropriate. Substance abuse may be grounds for termination.

77 VII. **Nepotism**

78 To affirm and facilitate equal opportunity for employees and employment candidates, care shall be

79 exercised in the employment and assignment of persons who are direct relatives of people in the

80 Presbytery's or DWA's employment. Such people shall not be automatically denied employment or fair

81 treatment in the full spirit of these policies.

82 However, individuals shall not be employed by or through the involvement of direct relatives and they

83 shall not be assigned to a position where a direct relative is in a position to influence the employee's

84 salary, promotion, supervision, or other aspects of personnel practice. Exceptions may be made after

85 consultation with Presbytery's Ministry Coordinating Council or MDWA, as appropriate.

86 VIII. **Conflict of Interest**

87 A. No employee shall accept any gift, gratuity, grant service, or any special favor from any person(s) or

88 businesses which provide or receive goods and services, or which seek to provide or receive goods

89 and services to or from the Presbytery or DWA. However, minor courtesies such as luncheons,

90 dinners, or similar arrangements in connection with business discussions may be received.

- 91 B. In addition, if an employee is called upon to participate in a decision in which the interests of the
 92 employer will have an effect on his or her personal interests, the employee shall abstain from
 93 participation in the decision.
- 94 C. Employees who hold other paid or volunteer positions should ensure that such outside employment
 95 or volunteer work will not interfere with the performance of their duties or produce a conflict of
 96 interest in the pursuit of those duties. Any question regarding this shall be reviewed with the
 97 Presbytery supervisor or Director.
- 98 D. All employees shall avoid even the appearance of conflict of interest, special interest, or any other
 99 inappropriate conduct. If an employee discovers that s/he may be in a position of conflict of
 100 interest, s/he shall immediately report this conflict to the Presbytery supervisor or Director.

101 **IX. Honoraria**

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

111 **X. Outside Investigations**

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

- 116 ▪ All such inquiries shall be referred to the Ministry Coordinating Council and /or Director.
- 117 ▪ No information or documents of any kind will be released until the Ministry Coordinating
 118 Council, Director and Stated Clerk have consulted with and attained the clearance of the
 119 Moderator of the Presbytery or his/her representative in matters regarding governmental
 120 investigations.
- 121 ▪ The Ministry Coordinating Council, Director, MDWA Chair, and Stated Clerk may release
 122 information or documents following the consultation and clearance described above.

123 **XI. Separation Practices**

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

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

133 employees will receive pay during the investigation process.

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

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

142
143 The employee shall be notified in writing of his/her right to use the complaint procedure as
144 outlined in these policy guidelines and shall have the right to defend his/her position with or
145 without an advocate. If the employee decides to use an advocate, it will be at the employee's
146 expense.

147 Prior to all actions of suspension of employees by supervisors, consultation with the Presbytery
148 Personnel Committee or MDWA Personnel Team and /or consultation with the Ministry
149 Coordinating Council or his/her designee will precede the decision to suspend.

150 XII. Retirement

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

154 A. **Early retirement:** An employee may retire as early as age fifty-five (55) with an
155 actuarially reduced benefit.

156
157 B. **Transition to retirement:** Employees who wish to plan for a gradual transition to
158 retirement are encouraged to explore with the Ministry Coordinating Council, Director
159 or MDWA Chair possibilities for alternative responsibilities, part-time responsibilities,
160 special project assignments, or other arrangements which would be beneficial to the
161 employee
162 and the employer.

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

165 Presbytery Specific Policies

166 XIII. Position Descriptions

167 A. A written position description which accurately reflects the job functions will be developed by
168 the appropriate Search Committee, or the Ministry Coordinating Council and the Personnel
169 Committee, depending on the position to be filled. New positions must be approved by the
170 Coordinating and Planning Commission and, in the case of the exempt staff, also approved by the
171 Presbytery.

172 B. Position description will be validated by the Ministry Coordinating Council in consultation with
173 the new staff member and the Personnel Committee 4 to 6 months following employment. Minor
174 changes may be approved by the Personnel Committee, with significant changes in job function
175 to be approved by the Coordinating and Planning Commission. Should the new person be called
176 by the Presbytery, the changes would have to be approved by the Presbytery upon
177 recommendation by the Personnel Committee.

178 C. Advertised positions shall state that the Presbytery is an Equal Employment Opportunity
179 employer. The E.E.O. policy shall be followed in consideration of applicants.

180 D. All new employees as part of the hiring process shall be subject to background checks. All
181 applicants who have been offered employment regardless of classification are required to
182 submit a written application prior to the initial interview. The creation of all full-time, part-time
183 and interim positions shall be upon the recommendation of the Coordinating and Planning
184 Commission or the Personnel Committee. All staff will have a background check performed
185 prior to their hiring that includes Driver's License, credit and criminal background checks.
186 Review of each background check is done by the Ministry Coordinating Council and will be
187 retained under lock-and-key in the Presbytery Office.

188 E. The Personnel Committee, in consultation with Ministry Coordinating Council, will make
189 recommendations to either the Coordinating and Planning Commission or Presbytery for salary
190 ranges for each position description and recommendations for any salary changes or bonuses.

191 **XIV. The Employer**

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

195
196 The Ministry Coordinating Council is the head of staff of the Presbytery with the exception of DWA staff.
197 DWA staff report to the Director. The Ministry Coordinating Council is responsible to oversee all
198 employment, termination, compensation and benefits, and to direct the work of staff in accordance with
199 the goals and objectives of the Presbytery.

200 **Ministry Coordinating Council:** The search for and election of the Ministry Coordinating Council
201 will be coordinated by the Coordinating and Planning Commission.

202 **elected staff:** The Ministry Coordinating Council, stated clerk and treasurer are elected by
203 Presbytery in accordance with the provisions of the Book of Order.

204 **non-exempt staff:** Non-exempt staff positions are hired upon recommendation of the Ministry
205 Coordinating Council and concurrence by the Personnel Committee.

206 **XV. Probationary Period**

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

211 **XVI. Work Week**

212 A. Unless otherwise specified in the position description, the normal work week for non-exempt
213 staff is 35 hours (9 – 4); this includes a 30-minute lunch and two 15-minute breaks. For all hours
214 per week over 35 hours, pay is at the rate of one and one-half times the regular hourly rate.
215 Exempt employees are not paid overtime wages for hours worked in excess of 35 hours per
216 week.

217 B. Required attendance at meetings for non-exempt staff outside of normal working hours shall be
218 considered overtime and shall be compensated as indicated.

219 **XVII. Business Expense Reimbursements**

220 A. All reasonable expenses incurred by personnel that are considered to be ordinary and necessary
221 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 Ministry Coordinating Council 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 Ministry Coordinating Council 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

264 Independence Day
265 Labor Day
266 Thanksgiving Day
267 Day after Thanksgiving Day
268 Christmas Eve
269 Christmas Day

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

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

276 Any changes will be recommended to the Ministry Coordinating Council by the Personnel
277 Committee at the end of each year.

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

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

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

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

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

300 **XIX. Other**

301 A. Ordinarily children of employees are not allowed to accompany their parent to work-related
302 activities, business or meetings. However, children of employees may participate in any activity
303 of the Presbytery that is appropriate for their age group. Exceptions can be granted by the
304 Ministry Coordinating Council based on individual circumstances that might arise.

305 B. Professional Organizations – Membership and participation in professional organization will be

306 encouraged by the Presbytery.

307 C. Continuing Education: (exempt employees)

308 1. Must be coordinated and approved by the Ministry Coordinating Council.

309 2. The Personnel Committee coordinates the study leave of the Ministry Coordinating Council.

310 D. Continuing Education: (non-exempt employees/non-probationary employees) Up to five (5) days

311 per calendar year with approval by the Ministry Coordinating Council. Additional time requested

312 shall be granted by the Personnel Committee.

313 **XX. Grievances**

314 A. All problems arising from employment or conditions of employment are to be directed to the
315 Ministry Coordinating Council as head of staff. In those cases where solution to a problem has not
316 been resolved through discussion with the Ministry Coordinating Council, the employee may appeal
317 to the Personnel Committee.

318 B. If the above steps fail to provide an acceptable remedy, the employee may file a written complaint
319 with the Coordinating and Planning Commission, which becomes the mediator and will strive to
320 work out an acceptable solution.

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

324 **XXI. Termination**

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

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

338 B. **Reduction of Staff:** If the Presbytery, because of a fundamental change in long-range objectives,
339 reorganization changes, changes in program or a serious change in financial outlook is required to
340 make a reduction in work force, the decisions and procedures by which staff members will be
341 released will be fairly and consistently applied to all staff of the Presbytery. After consultation with
342 the affected employee(s), written notice will be issued by the Ministry Coordinating Council or the
343 Coordinating and Planning Commission to all regular staff announcing the reduction and the reasons
344 for it. A severance allowance will be granted in relation to length of service, with one week of
345 severance pay for each completed year of service, not to exceed five weeks of pay.

346 C. **End of term and exit interview:** End of term and exit interviews for all staff shall be held by
347 representatives of the Personnel Committee with recommendations to the Coordinating and
348 Planning Commission concerning changes in position description or renewal calls.

349 **XXII. Part-time Employees**

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

- 352 A. Holiday pay, if the holiday falls on one of the regularly scheduled working days for that part-time
353 employee.
- 354 B. Jury duty pay at the Net Pay rate.
355 Regular pay up to 35 hours; time and a half pay over 35 hours in any work week.
- 356 C. Vacation pay and sick leave in proportion to hours worked each week shall be based on percentage
357 of 1976 hours, which are the total hours for a full time employee.
- 358 D. Worker's Compensation.
- 359 E. Social Security participation.
- 360 F. Severance allowance in proportion to hours worked each week.

361 **XXIII. Performance Reviews**

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

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

376 **XXIV. Annual Compensation Review**

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

385 The Personnel Committee will determine salary adjustment recommendations for the Ministry
386 Coordinating Council, and provide the recommendation to the Ministry Coordinating Council for
387 budgeting and approval.

388 The Ministry Coordinating Council will make salary adjustment recommendations for each member
389 of the staff during the review with the Personnel Committee. The Personnel Committee will consider

390 the
391 Ministry Coordinating Council's recommendations and decide on those salary adjustments
392 which will be recommended to the Ministry Coordinating Council for budgeting and approval.

393 **XXV. Parental Leave and Benefits**

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

- 397 A. The employee should apply for the leave at least one month in advance of the expected arrival of
398 the child, specifying the amount and type of leave time desired.
- 399 B. The leave may be up to six months. The leave may include a period in advance of the expected arrival
400 of the child, and some may be taken after the child has arrived. The leave normally should be
401 unbroken except for any periods of absence due to medical disability.
- 402 C. The first two months of the parental leave will be at 75 percent of the employee's annual pay.
403 Alternatively an employee may choose to take the first three months at 60 percent of their annual
404 pay. **Any leave following the parental paid periods will be leave without pay.**
405
- 406 D. Benefit coverage (except vacation and sick leave accrual) and service credit will continue during the
407 entire leave, with the cost of benefits paid by the employing unit.
- 408 E. If both parents are on the same employing unit payroll, only one parental leave will be granted. It
409 may be shared by the two parents.
- 410 F. Upon completion of parental leave, the employee will be entitled to return to his or her position. The
411 position will not be filled during the leave except on a temporary basis. The employer may offer a
412 different but comparable position to the employee returning from parental leave, which the
413 employee will be free to accept or decline without prejudice.
- 414 G. Any salary increase action for which the employee may become eligible in the course of the leave
415 will be effective on return to employment.
- 416 H. If the position left by the employee has ceased to exist, the regular termination policy, Section XXI,
417 paragraph B, will apply.

418 **XXVI. Term of Office**

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

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

- 427 **XXVII. Calls**
428
429 A. **Calls for ministers:** All staff, other than the Ministry Coordinating Council, who are ministers or
430 elders shall be provided with an initial written call stating the terms of employment. Such a call is to
431 be prepared by the Search Committee with input from the Ministry Coordinating Council in a form
432 authorized by the Personnel Committee and Ministry Coordinating Council. In compliance with the
433 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.
- 434 B. **Calls for Ministry Coordinating Council:** The initial call for the Ministry Coordinating Council shall
435 be provided with a written call stating the terms of employment. Such a call is to be prepared by
436 the Search Committee, recommended by the Coordinating and Planning Commission, approved by
437 the Presbytery and then signed by the moderator and stated clerk of the Presbytery. Subsequent
438 changes to this call will be prepared and presented to the Presbytery by the Personnel Committee.
- 439 C. **Calls for elected staff:** All elected staff shall be provided with a written call stating the terms of
440 employment. Such a call is to be prepared by the Ministry Coordinating Council or the
441 Coordinating and Planning Commission.
- 442 D. **All calls:** All written calls will contain wording that will indicate the intent of the Presbytery to honor
443 the terms of a call except in case of a failure of the employee to perform satisfactorily or in the case
444 of a change in structure or function (in which case adequate notice will be given.)

445 **Dogwood Acres Specific Policies**

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

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

453 **XXVIII. Position Descriptions**

- 454 A. Written position descriptions that accurately reflect the job functions of each position will be developed
455 by the MDWA and/or MDWA Personnel Team, in consultation with the DWA Director and approved by
456 the MDWA.
- 457 B. The creation of all full-time, part-time, and interim positions at DWA shall be the responsibility of the
458 MDWA, with input from the Director.
- 459 C. The Director, in consultation with the MDWA, will be responsible for hiring and, when necessary,
460 dismissal of DWA personnel. Except where otherwise noted, all DWA staff will report to and be
461 supervised by the DWA Director.
- 462 D. All new employees, as part of the hiring process, shall fill out a written application and shall be subject
463 to background checks, which will include driver's license, credit, and criminal background. Review of
464 completed background checks will be done by the Director and kept secure.
- 465 E. The MDWA, in consultation with the Director, will make recommendations for salary ranges for each
466 position description and recommendations for any salary changes or bonuses. The MDWA will have sole
467 discretion over the salary and bonuses of the Director.

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

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

479 **XXXI. Work Week and Full-Time, Part-Time**
480 A. Unless specified in the position description, the normal work week for full-time non-exempt staff is
481 40 hours, which includes two (2) 15-minute breaks daily. For all hours per week over forty (40)
482 hours, pay is at the rate of one and one-half (1.5) times the regular hourly rate. Overtime work by
483 full- and part-time non-exempt employees is generally allowable only at the discretion of the
484 Director. Exempt employees are not paid overtime wages for hours worked in excess of forty (40)
485 hours per week.

486 B. Employees working fewer than forty (40) hours per week will be considered part-time. Part-time
487 employees' hours will include one (1) 15-minute break for each 4-hour period worked during a day.

488 **XXXII. Business Expense Reimbursements**
489 All reasonable expenses incurred by personnel that are considered ordinary and necessary costs of
490 performing the duties of their positions will be reimbursed. Only expenses approved by the MDWA
491 or Director and substantiated by receipts will be reimbursed.

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

496 B. **Pension:** Full-time exempt staff is eligible to be enrolled in the Benefits Plan of the Presbyterian
497 Church (U.S.A.) and its Pension Plan. Non-exempt full-time employees and part-time employees
498 working an average of at least thirty (30) hours per week may elect to participate in a 403(b) plan.
499 Presbytery may match a contribution of up to 3% of the employee's annual salary. The election to
500 participate and the agreed upon amount of withholding and match will be indicated in each
501 employee's Employment Agreement. The employee's decision to enroll can be re-examined during
502 annual reviews.

503 C. **Health Insurance:** Full-time exempt staff is eligible for enrollment with the PC(USA) Benefits Plan
504 and may be covered by the Plan's Major Medical Plan. The decision to enroll and the levels of cost
505 covered by DWA will be part of each employee's Employment Agreement, will be made on a case-

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

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

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

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

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

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

545 H. **Leaves of Absence with Pay:** Leaves of absence with pay shall be granted to all employees for the
546 following when they fall on one (1) or more work days:
547 1. Jury Duty – up to five (5) days per year at their normal average hours per day and pay rate. The
548 stipend paid for jury duty must be relinquished to DWA, as the employee is paid while on Jury
549 Duty. The employee may choose to take Jury Duty as unpaid leave, if the stipend for Jury Duty is
550 higher than a day's wage at DWA.
551 2. Personal or family emergencies which cannot be addressed by an employee outside working
552 hours – up to three (3) regular work days per calendar year at the normal (15-week average)
553 pay, upon approval by the Director or MDWA.

- 554 3. Bereavement Leave – up to one (1) calendar week for the passing of a member of the
555 employee’s immediate family. Approval is at the discretion of the DWA Director or MDWA Chair.

556 **XXXIV. Other**

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

566 **XXXV. Grievances**

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

571 **XXXVI. Termination of Employment**

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

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

593 **XXXVII. Performance Reviews**

- 594 A. All DWA employees shall have an annual performance review with the participation of the employee
595 and the MDWA Personnel Team, based on input by the Director, as appropriate. However, both the
596 employee and immediate supervisor should actively seek opportunities for regular feedback
597 throughout the year and make the MDWA Chair aware of particular successes, strengths, and needs
598 for improvement.
- 599 B. The performance reviews for each employee will be signed by the reviewers and employee, and

600 placed in the employee's personnel folder. Signature by the employee indicates receipt of the
601 performance review, but does not signify agreement with its contents.

602 **XXXVIII. Annual Compensation Review**

603 A. The MDWA Personnel Team is responsible for recommending to the Director all salary ranges,
604 increases, and bonuses. Salary scales for non-exempt staff shall be in keeping, at minimum, with
605 provisions of federal laws covering minimum wages.

606 B. Salary reviews will be scheduled annually as part of the performance review.

607 **XXXIX. Parental Leave and Benefits**

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

611 A. The leave may be up to three (3) months and may be extended at the discretion of the
612 Director or MDWA Personnel Team. The leave may include a period in advance of the
613 expected arrival of the child and some may be taken after the child has arrived. The leave
614 normally should be unbroken, except for any periods of absence due to medical disability.

615 B. The employee should apply for the leave at least one (1) month in advance of the expected
616 arrival of the child, specifying the amount and type of leave time desired.

617 C. The first two (2) months of the parental leave will be at 75% of the employee's annual pay.
618 Alternatively, an employee may choose to take all three (3) months at 60% of his/her annual
619 pay. Any leave following the paid Parental periods will be without pay.

620 D. Service credit and benefit coverage, except vacation and sick leave accrual, will continue
621 during the entire leave, with the cost of benefits paid by DWA as specified in the Employee
622 Agreement.

623 E. If both parents work for DWA, only one (1) parental leave will be granted. It may be shared
624 by the parents.

625 F. Upon completion of parental leave, the employee will be entitled to return to his or her
626 position. The position will not be filled during the leave, except on a temporary basis. The
627 employer may offer a different, but comparable position to the employee returning from
628 parental leave which the employee will be free to accept or decline without prejudice.

629 G. Any salary increase action for which the employee may become eligible in the course of the
630 leave will be effective on return to employment.

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

633 **XL. Term of Office**

634 A. **Exempt staff:** Exempt staff will be appointed for indefinite periods unless there are particular
635 programmatic or budget reasons for specific term appointments.

636 B. **Non-exempt staff:** Non-exempt staff shall serve for an indefinite period unless otherwise
637 determined in advance of employment.

638 **XLI. Separation Practices**

639 The term "separation" shall refer to any and all terminations of the relationship between DWA and
640 an employee, exempt or non-exempt.
641

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