

Presbytery of East Iowa
Of the Presbyterian Church (U.S.A.)

P R E S B Y T E R Y
OF EAST IOWA



P R E S B Y T E R I A N C H U R C H (U . S . A .)

**EMPLOYEE
HANDBOOK**

Revised by PCC 11/14/19

Approved by the Presbytery 01/25/20

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Welcome

Welcome to the Presbytery of East Iowa, hereafter referred to as the PEIA. We consider you to be a gift from God and look forward to working with you as a member of our administrative and ministry team. We appreciate you and the gifts and talents you bring to this organization and are committed to helping you achieve your highest level of service.

Introduction

These policies as established by the Presbytery of East Iowa apply to all personnel of the Presbytery as well as serve as a guideline for its member churches, sessions, and other subsidiary organizations. They are designed to be consistent with all applicable provisions of the New Form of Government (NFOG). The PEIA is free to amend, modify, and change these policies at any time and will keep personnel informed of all such modifications or changes.

This handbook is designed to acquaint personnel with the Presbytery of East Iowa and some information about working here. The handbook is NOT all inclusive, but it is intended to provide personnel with a summary of some of the organization's guidelines. This edition replaces all previously issued editions and personnel policies.

No personnel handbook can anticipate every circumstance or question. After reading this handbook, personnel who have questions should talk with the chairperson of the Personnel Team of the Presbytery.

Mission Statement

The mission of the Presbytery of East Iowa is to further the Realm of God by living and acting in covenant relationship with one another and with the whole of God's creation to embody the Great Ends of the Church through:

- Challenging presbyters and churches to continual missional learning, growth, experimentation, and engagement
- Faithfully stewarding our shared theological traditions, essential values, and resources
- Cultivating internal and external missional relationships and partnerships
- Calling and nurturing effective missional leaders
- Fostering creativity and excellence in all our endeavors

Theology of Employment

The PEIA, a regional governing body of the Presbyterian Church (U.S.A.), is a community of faith called into being by God's grace offered through the life, ministry, death, and resurrection of Jesus Christ. As such it is a community of people known for its beliefs as well as by its actions.

- The PEIA celebrates creation as an ongoing work of God in the world. It also acknowledges the sovereignty of God and the Lordship of Jesus Christ over the church.
- The PEIA is made up of people called by God into a covenant relationship. Here, gifts are recognized and used for the divine purpose of God.
- The PEIA is a servant community. It willingly offers its life for all.
- The PEIA is sent to be Christ's faithful evangelist by: "participating in God's mission to care for the needs of the sick, poor, and lonely; to free people from sin, suffering, and oppression; and to establish Christ's just, loving, and peaceable rule in the world." (F-1.0302d)
- Implicit in our theology are certain basic assumptions about persons. These assumptions about the value of people are reflected in the personnel practices of the PEIA.
- The PEIA believes that persons are created in the image of god. God is the creator; therefore, the creativity of those made in God's image must be recognized and protected.
- The PEIA supports the Gospel that sets people free from bondage to assume responsibility for themselves. This means that in the acceptance of this freedom a person finds worth and dignity. To deny the opportunity for the exercise of this freedom is to deny the worth and dignity of the individual.
- There are particular values that the PEIA affirms throughout its work. Among those values are its desire for vital congregations, a spirit of mutual and interdependent partnership, a goal of being and creating caring communities, strong leaders who are empowered to be responsive to the high mission of the church in service to Christ. All personnel of the Presbytery are expected to hold to these values in their work and ministries.
- A covenantal relationship is the best expression of the personnel agreement. It is an agreement in which two parties agree to function together in a certain way to achieve a desired outcome, objectives, or purpose.
- The PEIA values the contributions of all its personnel and believes in the Biblical concept of shared responsibilities. "But as it is, God arranged the members in the body, each one of them, as he chose. If all were a single member where would the body be?" As it is, there are many members, yet one body." (1 Corinthians 12: 18-20 NRSV).

Life Together in the Community of Faith

Standards of Ethical Conduct Approved by the 210th General Assembly (1998)

Though this employee handbook is specifically for PEIA personnel, we recognize that we are a part of the larger Presbyterian Church (U.S.A.) family and want to abide by the ethical standards of conduct approved by our denomination. The following represent those standards as well as the expectations of personnel of the PEIA.

Personnel and Volunteers of the PC(USA)

As a personnel individual or volunteer in an entity, governing body, or congregation associated with the Presbyterian Church (U.S.A.), I commit myself to the following standards of ethical conduct.

I. I will conduct my life in a manner that will support the ministry of my workplace. Therefore, I will:

1. Be honest and truthful in my relationships with others;
2. Treat all persons with equal respect and concern;
3. Maintain a healthy balance among the responsibilities of my position, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
4. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs; and
5. Refrain from gossip and abusive speech.

II. I will conduct myself at my workplace in a manner that will support its ministry. Therefore, I will:

1. Honor relationships within the workplace and observe appropriate boundaries;
2. Be judicious in the exercise of the power and privileges of my position;
3. Avoid conflicts of interest that might compromise the effectiveness of my work;
4. Refrain from exploiting relationships within the workplace for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy.
5. Respect the privacy of individuals and not divulge information obtained in confidence without express permission unless an individual is a danger to self or others;
6. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;

7. Claim only those qualifications actually attained, give appropriate credit for all sources used in papers, music, and presentations, and observe copyrights;
8. Observe limits set by the appropriate governing body for honoraria;
9. Deal honorably with the record of my predecessor and, upon leaving a position, speak and act in ways that support the work of my successor;
10. Be a faithful steward of and fully account for funds and property entrusted to me;
11. Accept the appropriate guidance of those to whom I am accountable;
12. Participate in continuing education and seek the counsel of mentors and professional advisors;
13. Show respect and provide encouragement for colleagues; and
14. Cooperate with persons of other faith traditions.

Ordained Officers of the PC(USA)

As an ordained officer in the Presbyterian Church (U.S.A.), in obedience to Jesus Christ, under the authority of scripture and guided by our Confessions, I affirm the vows made at my ordination, confirm that Jesus Christ is the pattern for my life and ministry and, relying on God's grace, commit myself to the following standards of ethical conduct.

I. I will conduct my life in a manner that is faithful to the gospel and consistent with my public ministry. Therefore, I will:

1. Practice the disciplines of study, prayer, reflection, worship, stewardship, and service;
2. Be honest and truthful in my relationships with others;
3. Be faithful, keeping the covenants I make and honoring marriage vows;
4. Treat all persons with equal respect and concern as beloved children of God;
5. Maintain a healthy balance among the responsibilities of my office of ministry, my commitments to family and other family relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
6. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs;
7. Refrain from gossip and abusive speech; and
8. Maintain an attitude of repentance, humility, and forgiveness, responsive to God's reconciling will.

II. I will conduct my ministry so that nothing need be hidden from a governing body or colleagues in ministry. Therefore, I will:

1. Preach, teach, and bear witness to the gospel of Jesus Christ with courage, speaking the truth in love;
2. Honor the sacred trust of relationships within the covenant community and observe appropriate boundaries;
3. Be judicious in the exercise of the power and privileges of my office and positions of responsibility I hold;
4. Avoid conflicts of interest that might compromise the effectiveness of my ministry;
5. Refrain from exploiting relationships within the community of faith for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.)
6. Respect the privacy of individuals and not divulge information obtained in confidence without express permission, unless an individual is a danger to self or others;
7. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
8. Claim only those qualifications actually attained, give appropriate credit for all sources used in sermons, papers, music, and presentations, and observe copyrights;
9. Refrain from incurring indebtedness that might compromise my ministry;
10. Be a faithful steward of and fully account for funds and property entrusted to me;
11. Observe limits set by the appropriate governing body for honoraria, personal business endeavors, and gifts or loans from persons other than family;
12. Accept the discipline of the church and the appropriate guidance of those to whom I am accountable for my ministry;
13. Participate in continuing education and seek the counsel of mentors and professional advisors;
14. Deal honorably with the record of my predecessor and upon leaving a ministry of office speak and act in ways that support the ministry of my successor;
15. **Participate in the life of a ministry setting I left or from which I have retired only as directed by presbytery;*
16. **Provide pastoral services for a congregation I previously served only as directed by the presbytery and provide pastoral services to members of other congregations only with the consent of their pastors; and*
17. **Consult with the committee on ministry in the presbytery of my residence regarding my involvement in any ministry setting during my retirement.*

III. I will participate as a partner with others in the ministry and mission of the Church universal. Therefore, I will:

1. Participate in the mission and governance of the Presbyterian Church (U.S.A.) and work for the unity of the holy catholic church;
2. Show respect and provide encouragement for colleagues in ministry;
3. Recruit church members responsibly, respect existing congregational relationships, and refrain from exploiting persons in vulnerable situations; and
4. Cooperate with those working in the world for justice, compassion, and peace, including partners in ministry of other faith traditions.

**These standards apply only to pastors; they also apply to commissioned ruling elders when they are performing pastoral functions.*

Section I: Personnel Policies

Equal Opportunity and Affirmative Action

The PEIA complies with fair personnel practices in accordance with applicable federal, state, and local laws, and to that end affirmatively strives to ensure that all personnel related practices, policies and benefit programs are equally applicable to and inclusive of all current and potential personnel, without regard to race, color, national origin, gender, age, marital status, sexual orientation, creed, protected disability status, citizenship status, genetic information, uniformed service (e.g. U.S. Armed forces or National Guard) veteran status, religious affiliation (except where a category is determined to be a bona fide occupational qualification) or any other characteristic protected by law. The PEIA strongly opposes and will not tolerate any form of discrimination by or towards its personnel.

Immigration Reform and Control Act

The PEIA is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, personnel are required to provide documentation verifying their identity and legal authority to work in the United States.

Americans with Disabilities Act

The PEIA will make every reasonable effort to accommodate persons with disabilities. If an individual has a disability and requires an accommodation, please notify the Personnel Team.

Employment at Will

Employment with the PEIA is at-will and with the mutual consent of you and the PEIA. Personnel has the right to end their work relationship with the PEIA, with or without advance notice for any reason. The PEIA has the same right. The language used in this handbook and any associated policies or procedures or verbal statements made are not intended to constitute a contract of employment, either express or implied nor are they a guarantee of employment for a specific duration.

Although other PEIA policies and procedures may change from time to time, this employment at will agreement will remain in effect throughout your employment with the PEIA unless it is specifically modified by written agreement signed by you, the chairperson of the Personnel Team and the Moderator of the PEIA. The employment at will agreement may not be modified by any oral or implied agreement

Anti-Harassment

The PEIA strongly opposes and will not tolerate any form of harassment by or towards its personnel. This policy includes, but is not limited to, harassing comments, behaviors, or conduct based upon the protected categories listed above (e.g. race, color, national origin, and so forth).

Harassment includes sexual harassment, which is a form of sexual misconduct,, and is illegal under state and federal laws. Sexual harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct or communication of a sexual nature when:

- A submission to such conduct or communication is made either explicitly or implicitly a term of condition of employment;
- Submission to or rejection of such conduct or communication by an individual is used as a basis for employment decisions affecting such individual, or
- Such conduct or communication has the purpose of effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

Examples of harassing behavior may include, but are not limited to: insulting, obscene or profane language; unwelcome disparaging comments about physical appearance, manner of dress attire; unwelcome jokes, innuendo; displaying inappropriate cartoons, photographs, computer screen savers or wallpaper; unwelcome and/or inappropriate touching of another person's body; and any other harassing behavior that is abusive or offensive to another reasonable person and which creates an intimidating, hostile, or offensive working environment.

The scope of this policy is not limited to the physical location of the individual's workplace and relationships with other persons at this location. It includes contacts anywhere in connection with carrying out personnel responsibilities and relationships with personnel, volunteers, and members of Presbyterian 'church (U.S.A.), governing bodies, entities, committees, and/or related entities.

Reporting Discrimination and Harassment

Any personnel who knows or of becomes aware of discrimination, harassment, or perceived harassment, whether or not that person is the victim or target of the discrimination or harassment should report it immediately to a member of the Personnel Team of the PEIA. The Presbytery values and respects its employees, takes seriously all complaints of discrimination or harassment, and will not tolerate unlawful and improper conduct by any of personnel or by any third party person toward its personnel.

Sexual Misconduct

It is the policy of the PEIA to maintain a workplace free from any form of sexual misconduct or sexual harassment by personnel, minister members of Presbytery or any other person or persons associated with the Presbytery.

The PEIA has adopted a “Policy and Procedure on Sexual Misconduct” which explicitly prohibits professional misconduct of a sexual nature. This policy and procedure of the PEIA applies to all continuing members of Presbytery (all ordained ministers), all persons on other rolls of Presbytery (commissioned ruling elders, commissioned church workers, certified Christian educators, inquirers and candidates), all personnel of Presbytery (whether ordained to church office or not), and all who serve in the work of, or function on behalf of, the Presbytery as volunteers of the Presbytery.

The Presbytery shall periodically provide training on sexual misconduct for its personnel. Participation shall be required of all personnel.

It is essential that all personnel read and understand the policy, acknowledge that they have done so, and formally consent to being bound by the Presbytery’s discipline in the matter. Any Presbytery approved updated policies must also be acknowledged in writing by personnel. A signed copy of the Policy Acknowledgement form will be retained by the Stated Clerk and in the personnel file.

Section II: Personnel Information

Personnel Categories

Full-Time

For purposes of these practices and policies, full-time personnel work a minimum of 35 hours per week, consistent with the Presbyterian church (U.S.A.) board of Pensions definition of “full-time.” However, a normal work week will be considered 40 hours.

Part-Time

Part-time personnel work less than 35 hours per week. Paid time off may or may not be provided to part-time personnel, depending upon the conditions of employment as determined by the Personnel Team.

Temporary

Temporary personnel may be hired in a job established for a temporary period or for a specific assignment. Temporary personnel are not paid for holidays, sick leave, or other leaves, and do not earn vacation leave. They are not eligible for pension plans, health benefits, or other benefits. If they are non-exempt personnel and work more than the normal weekly work schedule, they will be paid at the regular rate for hours up to 40 per week, and time and a half for above 40 hours. If a temporary worker joins the regular PEIA team, his/her temporary employment may be considered as credited service in computing entitlements to vacation and other benefits

Interim

Interim positions may be established to provide continuity in the work of the Presbytery. A position description will be prepared by the Personnel Team in consultation with the PCC. It will clearly identify the skills needed, the goals to be accomplished during the period of service, the accountability of the position, and whether the person working in the interim position is eligible for employment in a permanent position. Compensation and benefits will be based on work required and proposed length of interim position and approved by the Personnel Team and PCC. Termination for cause will follow the Presbytery’s policy as outlined in this handbook. Termination of an interim contract may be initiated by either party according to the provisions of the contract.

Non-Exempt

Nonexempt personnel are paid overtime for all hours worked in excess of 40 hours per week or offered compensatory time off.

Exempt

Exempt personnel are not eligible to be paid overtime. Leadership and Administrative leadership personnel are generally considered to be exempt. With exempt positions an individual works as many hours as needed to complete the work and they are not eligible for overtime pay.

Ordained Ministers of the Word and Sacrament

Please note that in accordance with federal and state laws and church policy, ordained ministers of the Word and Sacrament are considered self-employed persons engaged in the exercise of their ministry, and not subject to withholding for certain taxes, nor are they covered under Unemployment insurance. They are, however, included in all other policies which apply to “personnel.”

Recruitment and Selection

The PEIA is an equal opportunity employer, in accordance with federal, state, and local laws and the Equal Opportunity and Affirmative Action section of this handbook.

Selections of new personnel and personnel applying for promotions or transfers shall be made on the basis of such factors as ability, aptitude, experience, training, education, character, personality, and relevant physical ability. The best qualified person shall be chosen without regard to race, color, national origin, gender, age, marital status, sexual orientation, creed, protected disability status, citizenship status, genetic information, uniformed service (e.g. U.S. Armed forces or National Guard) veteran status, religious affiliation (except where a category is determined to be a bona fide occupational qualification), church membership, or any other characteristic protected by law. Applicant confidentiality and the confidentiality of the hiring process shall be maintained at all times.

Job openings will be posted internally to current personnel as well as externally to potential applicants.

The PEIA through the PCC may hire, promote, and transfer staff as it deems necessary in accordance with these guidelines, any applicable Presbytery approved personnel rationale, and the Book of Order. An exception exists for the Stated Clerk who is elected and/or called by the recommendation of PCC.

Orientation Period

The first three months of employment constitute an orientation period, during which time both the individual and PEIA may determine whether the employment is appropriate for both parties. Neither pay in lieu of notice nor severance pay will be given an individual whose employment is terminated during the orientation period. Following the orientation period, an employment review will be conducted by the Personnel Team and discussed with the individual to facilitate a successful employment experience going forward.

Unemployment Compensation

Should an individual decide to leave the employment of the PEIA or if the individual is involuntarily terminated from employment at the PEIA, the individual is ineligible for either federal or state unemployment benefits due to the PEIA being exempt from federal and state unemployment tax.

Employment of Relatives

Relatives of personnel will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. However, related personnel may not be permitted to work in the same department or under the direct supervision of each other because of morale, security or other legitimate business reasons. In addition, the PEIA may require related personnel to transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved.

Performance Review and Evaluation

Personnel shall have an annual performance review with the participation of the individual and the PEIA Personnel Team. PCC members or other appropriate members of the Presbytery who work closely with the individual may also be asked to participate or provide input in personnel reviews.

The purpose of this review is to provide an opportunity for an open and frank discussion of each person's job, performance, and support or training that may be provided by the Presbytery. The reviews will be held annually and/or when performance concerns are noted.

In the event of unsatisfactory work, a written notice for improvement and future evaluation may be made in writing and placed in the personnel file. The results of later evaluation shall be attached. If an individual disagrees with an evaluation, they will be given the opportunity to write a written response which will be included in the personnel file.

Notwithstanding the above, employment may be terminated in accordance with the at-will employment policy or other disciplinary action take with or without prior warning if deemed appropriate by the Personnel Team and PCC.

Section III: Compensation and Benefits

Compensation and Expense Administration

Pay Practices

1. All personnel will be paid twice monthly. Personnel are generally paid on the 15th and on the last day of each month. When those days fall on a weekend or holiday, personnel will be paid the preceding workday.
2. Overtime for non-exempt personnel working more than 40 hours per week will be paid at 1.5 times the regular rate of pay or they will be offered compensatory time off. Non-exempt personnel must record time worked on a daily basis and will be paid overtime according to current federal law requirements. For purposes of calculating overtime payments, the work week begins at midnight on Monday and ends at midnight the following Sunday. Except in cases of emergency, overtime hours are to be approved by a member of the Personnel Team prior to overtime hours worked.
3. Exempt personnel must be paid on a salary basis. This means exempt personnel will regularly receive a predetermined amount of compensation each pay period on a weekly basis.
4. It is important that the PEIA always have current information about you. Please inform the Finance Associate if you change your name, address phone number, marital status, etc.
5. Personnel should be familiar with the various payroll deductions that are required by law, such as federal income tax, state income tax, Medicare, and Social Security taxes, etc. Personnel must authorize any other deductions from their paycheck by submitting their requests in writing to the Finance Associate.
6. The PEIA complies with applicable state and federal laws regarding the garnishment and assignment of wages.

Compensation Review

1. Changes in terms of call for ordained leadership and officers will be approved by the Presbytery at the last Presbytery Assembly of the year for the following year, upon recommendation of the PCC and Personnel Team. However, should the PEIA deem it necessary to modify leadership structures within the Presbytery, terms of call may be reviewed and changed as necessary upon the approval of the Presbytery.
2. Individual salaries for Administrative and Support staff shall be recommended to the PCC for inclusion in the proposed budget.

3. Salary levels shall be maintained so that they are consistent internally, responsive to changes in the cost of living, and in keeping with the Presbytery's compensation standards. Salary scales for personnel shall be in keeping with the provisions of federal, state, and local laws covering minimum wages.

Reimbursed Professional Expenses

Personnel may be reimbursed for ordinary and necessary expenses required for the performance of their ministry and programs within and on behalf of the Presbytery according to the PEIA *Expense Reimbursement Policy*.

Reimbursable Expenses

1. Mileage - Personnel will be reimbursed for miles driven for work related travel. The reimbursement will be based on actual miles driven and reported by the employee. The reimbursement rate will equal the current IRS guideline, found at www.irs.gov.
2. Professional Job Related Expenses – Expenses in this category include books, periodicals, professional dues, entertaining, cell phone or internet charges, and hospitality costs incurred in the performance of the duties associated with a position. Qualifying expenses are to be discussed with the Personnel Team for each position prior to expenses being incurred. All expenses must be substantiated, or the money received becomes taxable as regular income.

Continuing Education Expenses

1. The PEIA supports and encourages personnel to update and acquire new skills related to their positions. See the Study / Continuing Education Section for more details.
2. All Continuing Education Expenses are to be approved by the Personnel Team prior to expenditure.

Benefits

Called, ordained personnel are subject to Presbytery requirements with regard to benefits. The Presbytery's contribution to such benefits is made as part of each ordained person's terms of call. These terms should include contribution to SECA taxes for which ordained ministers are liable. Terms may also include the employer's contribution to the Board of Pensions Retirement Savings Plan (403b).

Non-ordained personnel are eligible for the following benefits, subject to the general conditions defined and/or as specified elsewhere in these guidelines.

Details specific to any benefit are governed by the benefit's Plan Document.

Statutory Benefits

Social Security and Worker's Compensation are provided as required. At least 50% of the Self-Employment Contribution Act (SECA) tax obligation will be reimbursed by the Presbytery to ministers on staff filing tax returns as self-employed, in accordance with IRS regulations.

Pension

Full-time exempt and non-exempt personnel (35 hours a week or more) may be enrolled in the Presbyterian Pension and Benefits Plan for whom full dues are paid. Personnel may also elect a payroll deduction contribution to the Board of Pensions Retirement Savings Plan 403(b).

Health Insurance

Major Medical protection for full-time personnel and dependents is provided to participants in the health insurance program of the Board of Pensions. The rules of the Presbyterian Church (U.S.A.) do not permit participation of part-time personnel who work less than 20 hours per week. Other qualified part-time and full-time personnel may elect to participate in the Affiliate Benefits Program of the Board of Pensions. Employees working 30 hours or more will become eligible for medical coverage on the first day of the calendar month following the completion of 90 days of continuous employment. Prior to the effective date of employment, personnel shall discuss with the Personnel Team the range of Board of Pensions benefits available to them.

Contract personnel are ineligible for medical benefits.

Workers' Compensation

All personnel are covered by workers' compensation insurance. If an individual is injured on the job, the PEIA's insurance will provide for medical care and benefits in accordance with applicable regulations.

If an injury occurs at work, the individual shall report the injury to a member of the Personnel Team the day of the occurrence, regardless of how minor the injury, as well as complete a written statement detailing how the injury occurred and the date and time of the injury.

Should the injury require the individual to be away from scheduled work, sick pay or vacation benefits may be used for time missed from scheduled work prior to benefit payments commencing

Retirement Benefits

Full Time personnel are eligible for Retirement Benefits through the Board of Pensions of the Presbyterian Church (USA), as it relates to their terms of employment.

Vacation

The Presbytery encourages all personnel to use their vacation time each year. Vacation time should be taken in the year it is earned and is not cumulative from year to year. For the purposes of vacation benefits, time is earned for the calendar year January 1 – December 31.

Full time personnel will earn vacation based on their length of continuous full-time employment with the PEIA in accordance with the following schedule:

Length of Continuous Employment	Days of Vacation Earned
After 90 days of continuous employment, and from start date to December 31 of the calendar year in which employment commenced.	Prorated based on 10 days
From January 1 of the year following start date to December 31 of that same year up to 5 years of employment	10 Days
5 – 9 years of employment	15 Days
10-25 years of employment	20 Days
After 25 years of employment	25

Part-time personnel will earn vacation on a pro-rated basis based on the vacation schedule. (Example: If an individual is scheduled to work 24 hours per week, the individual would be eligible for 60% of the scheduled vacation benefit, based on length of service.)

Personnel shall coordinate and confirm vacation days through the Personnel Team via email as far in advance as possible. Personnel shall forward the approval to the Finance Associate. This is to ensure that the individual is paid appropriately during the vacation period.

Upon termination of employment, the individual shall be compensated for their unused earned vacation time.

Vacation time will not count as hours worked for the calculation of overtime compensation.

Holiday Pay

Personnel who have completed 90 days of continuous service will be eligible to receive holiday pay (normal pay for the day) in addition to hours worked, if any, on the following holidays. The PEIA observes and compensates for the following holidays:

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

Holiday pay for part-time personnel will be paid on a pro-rated basis. (Example: A part-time individual who is scheduled to work 50% of a full work week will receive 4 hours of holiday pay.)

Holidays will be observed on the calendar day designated by the PEIA for observance. If the holiday is on a Saturday, it will generally be observed on the Friday before and if the holiday is on Sunday, it will generally be observed on the following Monday.

If a holiday observed by the PEIA occurs during an individual's vacation period, the individual will receive holiday pay and will not be charged for a vacation day on the day the holiday is observed.

Holiday pay will not count as hours worked for the calculation of overtime compensation.

Leave of Absence Policies

Sick Leave

All full-time personnel will receive 2 days of sick pay per month, cumulative up to 60 days, to be used in case of illness. Part-time personnel are credited with a prorated number of hours per month based on their regularly scheduled work week. At the time of termination of employment (either voluntary or involuntary) an individual shall have no claim for pay in lieu of unused sick leave.

Sick leave can be used for an illness of worker or a member in the immediate family, defined as: spouse; child; step-child; parent; step-parent; guardian; sister/brother.

Sick pay will not count as hours worked for the calculation of overtime compensation, and neither sick leave pay nor short-term disability may be used for absences covered by workers' compensation insurance.

Medically Certified Disability Leave (Short or Long Term)

Personnel who are, according to certification by a licensed physician, temporarily disabled shall receive full salary and benefits for a period of such disability not to exceed 90 days, at which time if disability continues, application may be made for disability benefits from the board of Pensions for members of the Pension Plan. This policy shall apply to all medically certified disabilities, including pregnancy and post-delivery, related disability.

Parental Leave

Recognizing the importance of nurturing children and strong family bonds as life begins, the PEIA offers Parental Leave to all personnel who work at least 20 hours per week. Eligible personnel may elect up to six (6) months of parental leave for birth, adoption, or guardianship of a child as outlined below. The leave must be taken directly proceeding or following the birth or placement of a child. A thirty (30) day notice must be given in writing to the Personnel Team for approval.

The Personnel Team and individual will agree to one of the following pay schedules for Parental Leave:

1. The first month at 100% of regular pay, the second at 75%, and then unpaid leave thereafter; or
2. The first three months at 60% of regular pay, then unpaid leave thereafter; or
3. Parental leave can run concurrently with a medically certified disability and will follow the guidelines for Medically Certified Disability Leave (short or long term). Following disability leave, unpaid leave may be elected for a total of six (6) months including disability leave.

Benefits coverage continues during Parental Leave.

Family Care and Medical Leave of Absence

The Presbytery is not a “covered employer” under the Family and Medical Leave Act (FMLA). However, it does provide a similar benefit as outlined in the *Family Care and Medical Leave Policy*.

Personnel may be granted up to 12 weeks of unpaid leave to care for themselves, or a seriously ill member of the immediate family. Immediate family is defined as: spouse; child; step-child; parent; step-parent; guardian; sister or brother. Written communication (email) of Requests for a Family Care and Medical Leave of Absence shall be made to the designated member of the Personnel Team.

Military

Personnel will be granted up to two weeks paid leave per year for regular training periods in the U.S. Armed Forces. Additional military training or deployment in any one-year period will be unpaid. Personnel granted a military leave of absence will be re-instated in accordance with the laws governing veteran’s re-employment rights.

Jury Duty

The PEIA recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, personnel will be granted leave to perform their duty as a juror.

Personnel should notify member of the Personnel Team immediately upon receiving notification of either an actual report date, or potential report date, for jury service.

Individuals will receive regular wages on days Jury Duty is served.

Voting

Voting is an important responsibility we all assume as citizens. We encourage all personnel to exercise their voting rights in all municipal, state, and federal elections. Adequate time off for voting will be given with pay where election hours and work schedules cause a hardship.

Personal and Family Emergencies or Other Personal Business

For those matters that cannot be taken care of outside working hours, personnel may be granted up to three days paid leave at the discretion of the Personnel Team. This provision applies to full time personnel only.

Bereavement

In case of death in the immediate family (spouse or significant other, children/step-children, parents) personnel will receive one normal work week leave without loss of pay . For extended immediate family members (grandparents, brothers, sisters and immediate family of spouse) personnel will receive three working days leave without loss of pay will be granted. Personnel Team may approve additional time off without loss of pay based on circumstances.

Paid days off may be approved for the death of relatives not in the immediate family based on circumstances (aunts, uncles, nieces, nephews, first cousins and in-laws). If more time in either case is needed, sick leave, vacation or unpaid leave of absence may be used at the individual's option and with the approval of the Personnel Team.

Bereavement pay will not be considered as hours worked for the calculation of overtime.

Other Discretionary Leave

The Personnel Team, in consultation with the PCC, may grant other leaves of absence without pay as appropriate to the circumstance.

Study / Continuing Education Leave

This benefit is intended to promote continued updating of staff skills. Study leave shall be approved and scheduled by the Personnel Team.

- Leadership and Officer Personnel: Two weeks of paid time away from work each year for study and/or continuing education shall be granted to full-time personnel. The annual amount available for this benefit shall be proposed by the Personnel Team and determined by PCC each year. These benefits may accumulate for three years to a maximum of six weeks.
- Administrative Leadership Personnel: One week of paid time away from work each year for study and/or continuing education shall be granted. The annual amount available for this benefit shall be proposed by the Personnel Team and determined by PCC each year. These benefits may accumulate up to two years to a maximum of two weeks.
- Support Personnel: Workshops, training sessions, seminars, etc. appropriate to the work of support personnel may be approved, as opportunities arise, by the Personnel Team. The annual amount available for this benefit shall be proposed by the Personnel Team and determined by PCC each year. These benefits by accumulate up to two years to a maximum of two weeks.

An individual requesting to use Study / continuing Education Leave and/or attend an educational program must receive approval to attend the program from the Personnel Team.

Please refer to the PEIA's *Expense Reimbursement Policy* included as a separate document within this manual for expense guidelines applicable to Study / Continuing Education Leave.

Procedure for Requesting Time Away From Work

Personnel requests for vacation time, personal business, leave of absence, bereavement, jury duty or time away from work for continuing education and related training activities shall be communicated via email with the Personnel Team.

When approval has been received, personnel shall forward this email to the Finance Associate who will record all time away from work for individuals and maintain appropriate documentation.

Section IV: Problem Solving Grievances

Any problems arising from employment or conditions of employment are to be directed to the Personnel Team. If the matter is still not resolved, the individual may appeal to the PCC and, if necessary, brought to the Presbytery for final resolution. All grievances and concerns should be made in writing to clarify the problem and to facilitate the resolution.

Disciplinary Actions

When addressing employment related problems stemming from failure to satisfactorily perform the duties of an assigned position or from unacceptable conduct, the following steps shall be taken:

1. An informal meeting will occur between the individual and the Personnel Team. This meeting may or may not lead to a written warning when the problem has not been resolved by an oral warning or the cause is serious enough to warrant a written warning as the initial step. Where a written warning is placed in the member's personnel record, a memorandum stating the problem's resolution and the date by which to comply shall be attached. The memorandum shall be signed by the Personnel Team Chair and the individual.
2. The aggrieved individual may appeal the outcome of the informal meeting process by requesting in writing a formal hearing with the Personnel Team and PCC.
3. The hearing may determine that a disciplinary action is appropriate, which could result in a written warning, formal reprimand, counseling, or termination. The record of the disciplinary action shall be signed by the individual, Personnel team Chair and Council Moderator.

Terminations

Upon termination of employment for any reason, PEIA personnel is paid for all earned vacation time unused at termination date. "Borrowed" vacation time shall be deducted from the individual's final wages.

Involuntary

The Personnel Team may give written notice of termination for any reason stating the expected date of termination and the reasons for dismissal. In the case of reorganization, retrenchment of program, finances, or other circumstances arising out of no fault of the individual, separation pay and benefits may or may not be granted based on the circumstances of termination.

Voluntary

Although not required, the PEIA asks that written notice be given to the Personnel Team Chair. The Council requests at least two weeks' notice.

Section V: General Information

Technology and Communication Systems

Communication systems are property of the PEIA and intended for business use. The PEIA maintains the ability to access any computer files, use of software, internet usage email, and voice mail. Although personnel may select individual passwords, they should not assume that such files are confidential. Incidental and occasional personal use of email is permitted; however, personnel should be aware that these messages will be treated the same as business messages. Please refer to the *Technology and Electronic Communications Policy* and *Social Media Policy* for additional information.

Employment History Record

The PEIA is responsible for maintaining confidential personnel files for each Presbytery individual. These files are kept as directed by the Personnel Team and may be accessible to Presbytery personnel. Personnel who wish to see their files may contact either the Personnel Team Chair or the PEIA Moderator.

Smoke Free Workplace and Property

All personnel, volunteers and visitors to the PEIA are prohibited from smoking and/or using any tobacco products when working, on PEIA property or on the property of member churches within the Presbytery.

Outside Activities

Personnel are asked to refrain from engaging in outside employment, private business or other activities that may create an adverse effect or conflict of interest with the PEIA.

Dress Code and Personal Appearance

As all personnel of PEIA are engaged in a ministry of service and partnership with congregations in the Presbytery as well as the community, we ask that personnel dress suitably for their positions and present a professional appearance at all times.

Confidentiality and Proprietary Information

The PEIA and member churches exist, by God's grace, as a community of mutual trust. It is imperative that confidential and proprietary information be handled appropriately by all personnel, volunteers, and members in order to create an environment of trust and cooperation.

Personnel are responsible for the security of any confidential and/or proprietary information to which they have access. Personnel have an obligation to maintain the confidentiality of proprietary, confidential and sensitive information, documents, reports and data concerning the PEIA, its personnel, management, supervisory personnel, and member churches. Personnel are not to discuss or divulge internal PEIA business concerning any of the above entities except to: (1) the extent necessary for the normal conduct of business; and (2) those that are specifically authorized to receive such information.

Acknowledgement and Receipt

I have read the Presbytery of East Iowa Personnel Handbook dated November 14, 2019 and all supporting documents and understand the contents. I also understand:

Employment with the Presbytery of East Iowa is at-will. I have the right to end my work relationship with or without notice for any reason. The Presbytery of East Iowa has the same right.

If there is a conflict between the provisions, benefits and policies in this manual and those set forth in the terms of an offer for employment letter, the terms and conditions within the offer of employment letter will prevail. This manual is neither intended to be a contract nor is it intended to otherwise create any legally enforceable obligations on the part of the PEIA or its personnel.

The language used in this handbook and any verbal statements of representatives of the Presbytery of East Iowa are not intended to constitute a contract of employment, either expressed or implied, and they are not a guarantee of employment for a specific duration.

The handbook is not all encompassing but is intended to provide me with a summary of some of the Presbytery's guidelines.

This edition replaces all previously issued handbooks. The need may arise to change the guidelines described in the handbook, except for the at-will nature of employment. The Presbytery therefore reserves the right to interpret them or change them without prior notice.

Employee (print name)

Employee Signature

Date

For the Presbytery of East Iowa

Date