

# **Presbytery of the Twin Cities Area**

## **Employee Handbook**

As Approved by Presbytery  
May 14, 2013

# Presbytery of the Twin Cities Area

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## **Welcome to the Presbytery of the Twin Cities Area!**

The Presbytery of the Twin Cities Area is pleased to welcome you to our organization. Our achievements and future success are dependent on the dedicated efforts and innovations of our employees. With the help of our excellent and committed employees, we will continue to grow and be successful.

This handbook was developed to give a general description of our policies and programs. Employees should familiarize themselves with the contents of it as soon as possible as it will answer many questions about their employment. If employees need more information, they should see the Executive Presbyter.

We hope you will take pride in being a member of Presbytery of the Twin Cities Area's team. Again, welcome!

## **History of the Presbytery of the Twin Cities Area**

By Manley Olson - November 13, 2001

Presbyterianism in this area has its beginnings in 1834 with the arrival of Samuel and Gideon Pond as missionaries to the Dakota Indians. At that time neither Pond was Presbyterian nor ordained and because whites were not legally allowed to settle in the area, their work was officially restricted to ministry to the native people. In 1835 a Presbyterian minister, Thomas Williamson, arrived at Fort Snelling. Soon thereafter the Presbyterian Church of St. Peters was organized. (St. Peters was the name then given to the Minnesota River). The 19 members included the commandant of Fort Snelling, Samuel and Gideon Pond, and Henry Sibley, afterward Governor of Minnesota.

By 1857, the Presbytery of Minnesota (New School) had grown to nine ministers and 263 members in 9 churches including House of Hope, Hastings; Red Wing and Superior, Wisconsin. One of the minister members was Edward Neill, founding pastor of House of Hope, first President of Macalester College, later State Superintendent of Education and Chancellor of the University of Minnesota.

Soon after, in 1860 the Presbytery of St. Paul was divided with the new Presbytery of Owatonna covering the southern part of Minnesota. It took until 1869 before the Old School and the New School bodies reunited.

After considerable debate and study by several committees, the Synod voted in 1892 to create two new presbyteries, St. Cloud and Minneapolis. With only minor adjustments those boundaries remained in place until there was wholesale restructuring of the presbytery and synod boundaries, reaching a peak in 1972-73. In 1972 General Assembly approved plans that totally changed the face of synods and presbyteries.

While the synod reorganization discussions were proceeding there was a growing realization that this would be an opportune time for presbytery realignment. The new Presbytery of The Twin Cities Area held its constituting meeting January 11, 1977 at Oak Grove Presbyterian Church in Bloomington, just a few miles from where the Presbyterian enterprise began in this area.

## **PURPOSE OF THIS HANDBOOK**

This handbook has been prepared by the Presbytery of the Twin Cities Area ("PTCA", "Presbytery" or the "Organization") to provide employees with general information about some of the policies and programs that affect their employment. It is not intended to be a legal statement of benefits, nor a comprehensive explanation of our personnel policies and practices. Its sole function is to give employees a general understanding of how the organization views the employment relationship and approaches personnel issues.

The policies and programs outlined in this handbook are those presently in effect. It is likely that the policies and the employment-related benefits and programs of the PTCA will change from time to time. Although we will periodically update this handbook to keep employees informed of changes, we may implement changes immediately, without advance notice. The Presbytery is authorized to revise, delete or otherwise change policies, and to make the final determination in interpreting or applying policies.

It is not possible to anticipate every question that might arise in the course of employment. While this handbook provides information about topics most often of interest to employees, they may, on occasion, have a question or concern that is not addressed in the handbook. If that occurs, they should direct their questions to the Executive Presbyter, sometimes referred to in this handbook as the "EP".

Nothing in this handbook, nor any other written or verbal communication, should be construed as creating a contract for employment or a warranty of benefits for any particular period of time, nor does this handbook change the "at will" employment relationship between the PTCA and any of its employees. Employees have the right to terminate the employment relationship with the Presbytery of the Twin Cities Area at any time, with or without notice, for any reason. The PTCA has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. The PTCA retains sole discretion to add, delete, or change anything contained in this handbook, except employment-at-will.

This employee handbook supersedes and replaces any and all policies and related materials made available to the employees of the PTCA.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The PTCA is an equal opportunity employer. Accordingly, any recruitment, selection, promotion, transfer, discipline, compensation, training and other personnel actions involving persons in all job titles shall occur without regard to race, color, creed, religion, national origin, gender, marital status, veteran/military status, disability, age, status in regard to public assistance, membership or activity in a local commission, sexual orientation, or any other characteristic protected by law except where such status is a bona fide occupational qualification.

No individual will be denied nor receive special employment opportunities based on membership status in any protected category. Every employee of the PTCA is expected to support this equal opportunity and non-discrimination commitment by conducting him/herself in a manner that is consistent with the intent and spirit of this policy.

Any individual who believes he or she has experienced or observed behavior contrary to this policy is expected to report that information to the Executive Presbyter or a member of the Personnel Committee. All such reports of action contrary to this policy will be taken seriously and investigated promptly. Individuals found to have violated the PTCA's equal employment opportunity policy will be subject to corrective action, up to and including termination of employment. No individual shall be retaliated against for making a good faith report of behavior contrary to this policy.

## Employment Categories

The PTCA uses several different employment categories to define the employment relationship. The category of a position may affect the employment benefits and policies that apply to an individual employee. The organization will make an effort to inform employees of ways in which employment category affects such aspects of the employment relationship. However, in general, regular full time employees are eligible for all organization benefits, subject to waiting periods of the various benefits programs. Employees in any other employment category receive only those benefits required by law. All employees, regardless of category, are employed at-will. The employment categories are listed as follows.

A regular full time employee is one who is authorized and scheduled to work a minimum of 40 hours per work week on a regular and consistent basis, without any defined termination date.

A regular part time employee is one who is authorized and scheduled to work less than 40 hours per work week on a regular and consistent basis, without any defined termination date.

A contract employee is one who is hired to work any number of hours per week and may work on a special project or for a certain length of time. The work for a contract employee is agreed to in advance by the contract employee and the PTCA. These employees are not eligible for benefits such as insurance and time off benefits, etc.

A called employee (Executive and Associate Executive Presbyter) is elected by the Presbytery for an indefinite term in accordance with provisions of the Form of Government, Book of Order, Presbyterian Church U.S.A., and/or in accordance with guidelines adopted by the Presbytery. Called employees may be full time or part time.

The Stated Clerk is elected by the Presbytery for a definite term in accordance with provisions of the Form of Government. Stated Clerks may be full time or part time.

Assistant Stated Clerks may be appointed when needed on a part time basis.

The employment relationship is further defined by eligibility for overtime, in accordance with the federal and state Fair Labor Standards Act:

Exempt employees are those who are paid on a salaried basis and receive a pre-determined compensation regardless of the number of hours worked per week. Exempt employees are not paid overtime.

Non exempt employees are paid on an hourly basis, and will be paid overtime in accordance with federal and state law. (See Overtime section)

Employees who have questions about the employment category for their position should contact the Executive Presbyter.

## **Introductory Period**

An employee's first 90 days of employment are considered an Introductory Period. During this time, the employee has an opportunity to evaluate the organization as a place to work and management has an opportunity to evaluate the employee. It is important to note however, that completion of the Introductory Period does not guarantee employment for any period of time thereafter. All employees are employed at-will both during and after completion of this period.

## **COMPENSATION**

### **Overtime**

There may be times when employees may be required to work extra hours, beyond those for which they are usually scheduled. Whenever possible, the organization will notify employees in advance if overtime will be necessary. However, employees are expected to be available and to work the extra time when needed, regardless of what notice has been given. (See Outside Employment section)

Federal and state laws determine employee eligibility for overtime pay. If a non-exempt employee anticipates a need to work extra hours, he/she must receive the Executive Presbyterian's approval in advance. Overtime is paid at a rate of time and one-half (1 1/2) the employee's normal rate of pay for all hours worked over 40 in a workweek. Holidays and vacation do not count as hours worked for overtime purposes.

Exempt employees are not eligible for overtime pay. (See Employee Classifications section).

### **Paydays / Direct Deposit / Deductions**

For payroll purposes, the workweek starts at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday. Employees are paid bi-monthly on the 15<sup>th</sup> and last day of each month. Each paycheck covers the hours worked ending on the 15<sup>th</sup> and last day of the month

Paychecks or remittance notices are distributed in person to each employee. Any other arrangements to mail or pick up paychecks must be made in advance with the payroll department. Employees have the option and are encouraged to deposit their payroll checks automatically in their personal checking and/or savings accounts. They should contact the Presbytery office for more information and/or enrollment forms.

The PTCA is required by law to make deductions from pay for federal and state income tax, Medicare, and Social Security. The PTCA must also make payroll deductions in accordance with court orders for purposes such as child support withholding or garnishments. The PTCA will make only legally required deductions from pay, unless the employee has signed an authorization for other deductions.

### **Meal Breaks**

An unpaid meal break is provided to employees each day. This is normally 30 minutes, but, with the approval of the EP, employees may take more time if needed. If they are relieved of all active work responsibilities during the meal period, they are not compensated for that time. Although the PTCA would encourage employees to take a short break during their work day,



there may be times where they feel they need to work during this time. If this should occur, employees will be paid for this time.

### **Time Reporting**

State and federal laws require all organizations to keep accurate records of time worked by all non-exempt employees. Our time keeping system works not only to assure we comply with the law, but also to assure that employees are paid in full for all the time they have actually worked. The approved time record is used to compute earnings on the basis of hours worked.

Non-exempt employees must accurately record the time they begin and end their work, in addition to any departure from work for any non-business reasons. Overtime work must always be approved before it is performed. Employees should see the EP for accurate time reporting instructions.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in corrective action, up to and including termination of employment.

## **BENEFITS**

### **General Information**

In addition to contributing to employees' benefits, the PTCA contributes substantial sums toward various government programs that provide further benefits to employees, such as Social Security (FICA), Workers Compensation Insurance and Unemployment Compensation.

No benefit establishes a contract or promise of employment, or of any particular terms, benefits or duration of employment, nor is intended to modify the at-will nature of anyone's employment with the PTCA. Unless otherwise prohibited or required by law, the PTCA reserves the right to add to, amend, change benefit providers and/or eligibility and coverage provisions or terminate any benefit at any time, in its sole discretion without notice.

### **Educational Assistance**

The PTCA is committed to investing in its employees through continued education and training. If employees are considering attending a class or seminar, they should secure the approval of the EP in advance. In order to receive reimbursement, all seminars, training and/or classes must be directly related to the employee's current position. Approval will be determined on a case-by-case basis. For graded courses, employees must receive a grade of "C" or better in order to receive reimbursement. Reimbursement will be 50% of the tuition amount up to an annual maximum of \$1,000. Fees, books and other supplies are non-reimbursable.

Employees who wish to pursue additional training and/or development must complete an Educational Assistance Application form and give this form to the EP *prior* to beginning the course. The course *must be pre-approved* to be eligible for reimbursement. After the employee and the EP have signed the form, it should be forwarded to the Chair of the Personnel Committee for review and approval of the Personnel Committee.

Upon completion of the seminar, training and/or class, the employee must submit documentation indicating completion of the class and the grade received to the Executive Presbyter who will request a check for reimbursement.

### **Health, Dental, Death & Disability Insurance**

Regular full time employees and regular part time employees who work at least 20 hours per week on a regular and consistent basis are eligible to participate in the health, dental, death and disability insurance plan of the Board of Pension of the PCUSA, subject to the waiting period and other eligibility qualifications. In general, these employees become eligible to participate in this plan effective on employment.

Employees will be provided detailed information about this benefit before they become eligible. The specific eligibility requirements and provisions of coverage are detailed in the summary plan documents prepared by the insurance provider. These and other plan documents will be the final determinant of eligibility and coverage.

### **HIPAA - Certificate of Portability**

When coverage under the group health insurance plan ceases, employees will be provided with a Certificate of Insurance Portability as required by federal law (HIPAA). This certificate may help eliminate or reduce the waiting periods for coverage of preexisting conditions under other insurance plans. HIPAA also provides for the confidentiality of individual health information which the PTCA abides by.

### **Pension Plan**

The PTCA provides retirement benefits through the Board of Pensions of the PCUSA in addition to benefits an employee may receive from Social Security and from their own personal savings and investments, subject to the eligibility requirements of the Board of Pensions. The entire cost of funding for this Plan is provided by the PTCA at the required percentage.

Employees are entered as participants on the first day of employment. The PTCA automatically enters employees in the plan on the first entry date after they become eligible provided they are employed with the PTCA on that date. Exceptions to this mandatory participation can be made only after consultation with the Executive Presbyter and the filing of a written waiver with the Board of Pensions. Life insurance for eligible employees is provided within the pension plan document.

Further details of the plan design are forwarded to employees when they become eligible.

## **ATTENDANCE & TIME AWAY FROM WORK**

### **General Information**

The PTCA's ability to meet the needs of the church is dependent on employees being at work during their scheduled work hours. An employee who is going to be absent or tardy is responsible for reporting the absence or tardiness to the EP as soon as possible, but no later than their normal starting time. Calling in does not excuse the absence, but will allow the EP to assign any necessary work to other employees. Punctual and consistent attendance is an important factor in determining an employee's continuation and potential advancement within the PTCA.

### **Emergency Closings**

If weather conditions or other emergency situations make it impossible to come to work, have a late arrival or early departure, employees must contact the EP. Non-exempt employees may take this time without pay or use vacation hours according to the policy. If it becomes necessary to close the operation, such decisions will be made at the discretion of the EP.

### **Holidays**

The Presbytery of the Twin Cities Area provides paid time off to all regular full time and regular part time employees (who work a minimum of 20 hours per week on a regular and consistent basis) for certain nationally observed holidays. These holidays are:

- New Years Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- \*Two (2) Holidays

\* These days will be designated by the Personnel Committee at the beginning of each year

When a holiday falls on a Saturday, it will generally be observed on the preceding Friday. When a holiday falls on a Sunday, it will generally be observed on the following Monday. Employees will be notified in advance of the day for a particular holiday's observance.

Regular full-time employees will be paid eight (8) hours holiday pay based on their regular rate of pay at the time of the holiday. Holiday pay for regular part-time employees working at least 20 hours per week will be pro-rated. Holiday hours not worked do not count as hours worked for overtime purposes.

When employees work on a holiday they will receive premium pay of time and one-half their regular hourly wage but there will be no pyramiding of holiday premium and overtime pay.

## **Leaves of Absence**

The PTCA recognizes that employees may need time off from their job for various reasons. Some of the most commonly requested leaves include:

- Bereavement Leave
- Jury Duty & Witness Leave
- Military Leave
- Parental Leave
- Personal Leave
- School Conference & Activity Leave
- Time Off to Vote Leave

The leaves may have varying effects on benefits. In certain situations, employees will be expected to use all remaining vacation during a leave of absence and/or arrange for continuation of insurance benefits.

The PTCA will provide employees with any leave of absence required by law, in accordance with provisions of the law. Any other request for leaves of absence not legally required, will be reviewed against overall needs of the PTCA, its ability to replace the employee during their absence, and will be approved on a case-by-case basis at the sole discretion of the organization.

For any leave of absence, an employee must request approval from the Executive Presbyter as far in advance as possible. Failure to return from a leave will be considered a voluntary termination.

## **Bereavement Leave**

Regular full time employees may be eligible to receive paid bereavement leave according as follows:

- Up to three (3) days of paid bereavement leave in the event of a death in their immediate family. Immediate family is defined as spouse, child, step-child, parent, step parents, current mother/father-in-law, brother, sister, step brother/sister, grandchildren.
- one (1) day of paid bereavement leave in the event of the death of the employee's brother/sister-in-law, grandparents, son/daughter-in-law, or current spouse's grandparents.
- Employees should use vacation to cover other bereavement absences not listed above.

Bereavement pay will be calculated on the basis on eight (8) hours at the employee's regular rate of pay and do not count as hours worked for overtime purposes. Employees are expected to notify the EP immediately if they will be absent from work and need to take bereavement leave. Bereavement pay will be pro-rated for part-time employees.

### **Jury Duty & Witness Leave**

Employees are eligible for jury duty leave for the time they serve on a jury. They are expected to provide the Executive Presbyter with a copy of the jury duty summons at least one week in advance. These employees will be paid the difference between their regular earnings and the amount received from the court for jury duty service up to a maximum of 40 hours per week. The jury duty benefit is paid for a maximum of two (2) weeks in any calendar year. Employees are expected to return to work after they are released from jury duty during their regularly scheduled work hours.

Jury duty will not count as hours worked for overtime purposes.

Should an employee be subpoenaed to appear in court as a witness, he/she must take vacation or choose not to be paid, unless appearing on behalf of the Presbytery.

### **Military Leave**

The PTCA complies with all applicable federal and state laws relating to military leave. Military Leave applies to regular full time and regular part time employees who are members of the uniformed services (such as Armed Forces and the Army National Guard and Air National Guard).

Employees subject to these obligations will be expected to notify the Executive Presbyter in writing as far in advance of the training period as possible. Members of the military who are required to report for duty, will be granted an unpaid leave of absence for the duration of their duty and training. When they are again available for work, the PTCA will make every effort to return them to their former position, or a comparable position, in accordance with requirements of the law.

### **Parenting Leave**

Employees may request a Parenting Leave in conjunction with the birth or adoption of a child. All employees are eligible for this leave. This leave will be paid at 100% of the employee's regular rate of pay for up to 2 weeks.

An employee who is the primary care-provider for the new child may use accrued sick leave and accrued vacation time after the initial two week paid time off which is subject to the approval of the EP.

Employees requesting such leave should give reasonable written notice (if possible, at least one month in advance of the expected start date) to the Executive Presbyter. This request should specify the amount of time desired – which may include time before and after the expected birth or adoption of the child.

Employees may continue all group insurance they had prior to the start of their leave at the same level and cost of coverage.

Employees requesting a Parenting Leave will retain and accrue credited service and accrued benefits they had prior to the leave (such as sick leave and vacation). The PTCA will make every reasonable effort to return the employee to the same or a comparable position at the end of such leave.

Employees should contact the Executive Presbyter to discuss any needs they may have for a Parenting Leave.

### **Personal Leave**

The PTCA understands that employees may need time off for personal obligations and may provide employees unpaid time off in these situations.

All part-time and full-time employees are eligible to request Personal Leave without pay. All requests for Personal Leave should be submitted in writing as soon as possible to the EP – preferably at least 2 weeks prior to the start of such leave – unless a medical necessity does not permit it. The leave request should specify the start and end date of such leave. If the leave is for a medical reason, a physician's certification is required.

The length of time for Personal Leaves will be evaluated and approved by the EP. Anticipated workload requirements and staffing considerations, etc. must be considered.

Subject to the terms, condition and limitations of the applicable plans, insurance benefits will be provided by the PTCA for Personal Leaves not exceeding 30 days. Should the leave extend beyond 30 days, employees will be responsible for the full costs of these benefits if they wish to continue them. When the employee returns from a Personal Leave, benefits will again be provided by the PTCA according to the applicable plan(s).

When a Personal Leave ends, the PTCA will make every reasonable effort to return the employee to the same or a similar position for which the employee is qualified. However, such assignments cannot be guaranteed.

If an employee fails to report to work promptly after the approved leave has expired, the PTCA will assume the employee has resigned effective the date the leave commenced. Employees should contact the Executive Presbyter for more details.

### **Sabbatical Leave**

After each 7 year period of continuous employment by the Presbytery, regular full time executive staff may apply to the EP for Sabbatical Leave with full pay for a period up to three (3) months. Application from the EP should be made to the Chair of the Personnel Committee who will refer the request to the Presbytery Council for approval.

This extended leave is a time for rest, reflection, rejuvenation, study and spiritual growth. When leave is requested, the needs and the overall health of the Presbytery must be considered. The applicant must submit a detailed, written plan that includes their personal goals, a timetable of their activities while on leave and provisions to cover the duties and responsibilities of their position in their absence (which may require the cost of hiring temporary staff). Those who qualify should apply approximately six (6) months in advance to provide sufficient time for planning.

If granted, the leave may be combined with earned vacation within that particular year. Sabbaticals may not be accumulated, nor reimbursed at termination of employment if not taken.

The applicant for Sabbatical Leave must agree to return to his/her present position. If the applicant chooses to leave voluntarily within one year following the sabbatical, the salary attributable to the Sabbatical Leave ordinarily will be refunded to the PTCA. After completion of one sabbatical, the individual shall not be eligible for another leave until a period of at least seven (7) years has elapsed.

### **School Conference & Activity Leave**

Employees may be granted unpaid leave up to 16 hours during any 12 month calendar period to enable them to attend their child's special education, pre-school, school conference, or school-related activities if those conferences or activities cannot be scheduled during non-work hours. Employees are required to notify the EP as soon as dates become known.

### **Time Off for Voting Leave**

The Presbytery of the Twin Cities Area believes that each employee should have the opportunity to exercise his/her right to vote in a general election. Since the polls are open extended hours, in most instances, employees will be able to vote before or after work. However, if an employee's work schedule does not provide him/her with time to vote during non-working hours, he/she will be granted reasonable time off to vote during work hours according to legal requirements. The PTCA asks that the employee notify the EP in advance if he/she anticipates a need to take time off work to vote.

### **Sick Leave**

Regular full time and regular part time employees can receive up to ten paid sick days each calendar year, accruable up to 30 days. Each day is paid on a pro-rated basis for regular part time employees. New employees must have successfully completed their Introductory Period before sick leave will be paid.

Sick leave can be used for an employee's personal illness or injury or for their own or a dependent minor child's sickness or injury. It does not count as hours worked for overtime purposes.

As in all situations when an employee will be absent from work, the employee is responsible to notify the EP as soon as practical. If an employee is absent due to the employee's or child's illness or injury for 3 or more consecutive work days or where there is a frequent use of sick leave, a physician's statement may be required. Unused sick leave is not payable on termination.

### **Vacation**

The Presbytery of the Twin Cities Area wants to provide employees an opportunity for rest and recreation and believes it is an important part in maintaining health and well being. Vacation is available to all regular full time and regular part time employees. All vacation for regular part time employees is pro-rated based on the average number of hours worked in the previous 12 weeks. For example, if the employee averages 6 hours per day, each paid vacation day will be paid at 6 times the employee's regular hourly rate.



Regular full time Executive staff will be eligible for 22 working days of vacation each calendar year, pro-rated for the first year. Employees will earn vacation according to the following schedule. All days listed below are considered "working" days.

| <b>Length of Service Requirement</b>                                      | <b># Vacation Days per Calendar Year</b> |
|---|--|
| Employment less than 1 year   | 10 days (pro-rated)                      |
| Beginning the first full year thru the 2 <sup>nd</sup> year of employment | 10 days                                  |
| Beginning the third full year thru the 9 <sup>th</sup> year of employment | 15 days                                  |
| From the 10 <sup>th</sup> year anniversary date & beyond                  | 20 days                                  |

All new employees must successfully complete their Introductory Period before any vacation may be granted. Vacation does not count as hours worked for overtime purposes. Vacation earned during the Introductory Period may be used in the next calendar year.

Vacation is to be requested with as much advance notice as possible and should not interrupt workflow. Employees should schedule their vacation in consultation with the EP. If the request cannot be approved, the EP will discuss it personally with the employee. If the absence has been unplanned, the employee should complete a written statement, including the number of work hours they missed, when they return to work.

Employees should schedule and use their vacation in the calendar year or first year it is granted. Pay in lieu of vacation will not be granted. Any remaining hours would be forfeited. Exceptions to carry over vacation hours can only be granted by the EP and only if the vacation could not be scheduled due to work reasons.

Unused vacation will be paid to an employee at the time employment terminates.

## TIME AT WORK

### **Employees with Disabilities**

The PTCA is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities which may include providing reasonable accommodation where appropriate. It is the employee's responsibility to notify the Executive Presbyter of the need for an accommodation. Upon doing so, the Executive Presbyter may ask the employee for their input, the type of accommodation they believe may be necessary, or the functional limitations caused by the disability. Also, when appropriate, the organization may need the employee's written permission to obtain additional information from their physician or other medical or rehabilitation professional. Any information obtained is kept in a confidential employee file. Where applicable, the PTCA will comply with federal and state laws and regulations regarding disabilities.

### **Business Ethics**

The successful business operation and reputation of the PTCA is built on the principles of fair dealings and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The PTCA will comply with all applicable laws and regulations and expects its officers, managers and employees to conduct business in accordance with the letter, spirit, and intent of all laws and to refrain from any illegal, dishonest or unethical conduct.

The use of good judgment based on high ethical principles will guide employees with respect to lines of acceptable conduct. Compliance in this area is the responsibility of every employee. Employees should discuss any situations that arise which do not meet this code of ethics with the Executive Presbyter. Failure to meet or comply with this code of ethics will lead to corrective action, up to and including termination of employment.

### **Confidentiality**

The personal information about presbyters and employees is confidential information when disclosed to employees in connection with their employment. All such information belonging to the PTCA or its presbyters must be received in strict confidence.

While employed, or thereafter, employees may not copy or distribute any confidential program, material, or other information which comes into their possession as a result of employment with the PTCA, other than for an approved use.

If in doubt as to whether any program, material or other information is confidential, employees must ask the Executive Presbyter prior to such disclosure.

Upon termination of employment, employees will be required to return all materials and information, and any copies of such materials to the Executive Presbyter.

### **Corrective Action**

All employees are expected to perform their jobs satisfactorily, and will comply with organization rules and policies. The Executive Presbyter will work with employees in communicating and attempting to correct work-related problems. However, if an employee does not satisfactorily perform his/her job, or is found in violation of PTCA rules, policies, or core values, the organization may implement corrective action.

Corrective action may take several forms, including, but not limited to, verbal warnings, written warnings, coaching, reassignment of duties, suspension, or termination. The organization reserves the right in its sole discretion to omit any or all of these steps, or add to or modify steps in any particular situation. The Executive Presbyter will take whatever corrective action is appropriate in response to the circumstances of any given situation.

Nothing in this section or in the organization's disciplinary policies or practices changes an employee's right to terminate his/her employment with the PTCA at any time, with or without notice, for any or no reason, nor does it modify the organization's right to terminate any employee's employment at any time, with or without notice, for any reason not prohibited by law.

### **Drugs & Alcohol**

It is the policy of the PTCA to maintain a workplace that is free from the health and safety-related consequences of drug and alcohol use and abuse. Employees are required to report to work in appropriate mental and physical condition to perform their jobs.

While on the PTCA premises employees may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees must notify the Executive Presbyter of the use of prescribed drugs or other substances that may affect their ability to perform their job. Employees must also notify the Executive Presbyter if they observe any violation of this policy.

Failure to comply with any part of this policy may result in corrective action up to and including termination.

### **Electronic Communications**

The PTCA provides electronic and technological equipment to facilitate efficient operations. By using any of the organization's electronic and technological equipment, an employee is voluntarily consenting to being monitored, and voluntarily authorizing the organization to inspect, monitor, and access all information or communications he/she has made with that equipment. The organization reserves the right to monitor and access any and all communications made through its equipment, and the contents of any organization computer, as needed for compliance with policies and for any other business reason.

E-mail is not a private communication system. Improper use of the e-mail system could expose employees to personal liability as well as corrective action. It is important to note that e-mail may be recovered as evidence in legal proceedings. Employees should be aware that even though a message may be deleted from the e-mail system, a record of it may remain on the computer system.

Internet access is provided to those who need it for their job duties. Internet use must be limited to job-related duties accessing trusted sites and content. Downloading from the Internet (other than by authorized personnel for legitimate business reasons) is restricted to appropriate information files. Downloading any other programs, software, graphics or picture of any kind is prohibited as they may carry computer viruses or may violate the organization's license agreement.

Electronic and technological communications are not to be used in ways that may be disruptive, offensive or harmful to others or in ways that conflict with any of the organization's policies, including Equal Employment, Harassment & Offensive Behavior policies, etc. Violation of these policies will lead to corrective action up to and including termination. E-mail is not to be used to send jokes or other comments that may be discriminatory, harassing or offensive to others, or to send material that defames an individual, organization, or business, etc.

### **Employee Appearance**

All personnel should be aware that they represent the organization to the public and co-workers. Employees are expected to present a clean, neat and professional appearance at all times.

### **Employee Relations & Communication**

The PTCA is committed to providing a positive work environment for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork - individuals working together to attain a common goal.

Should an issue arise, it is an employee's obligation to bring it forward by contacting the Executive Presbyter and explaining the facts. More investigation may be required to resolve the issue.

### **Employment of Relatives**

The employment of relatives is ordinarily not permitted. "Relative" is defined as a spouse, parent, child/children, sibling, grandchild, grandparent or any of these relationships by marriage. This definition also includes any member of the same household, even if those members are not related.

### **Expense & Travel Reimbursement**

All business expenses and/or travel should be pre-approved by the EP, when practical. The PTCA reimburses employees for reasonable expenses that were incurred while conducting business on behalf of the organization. Such expenses include transportation, meals and lodging. Employees must complete an expense report with the original receipts or other documentation attached in order to be reimbursed. Mileage will be reimbursed at the highest rate approved by the IRS.

## **Harassment & Offensive Behavior**

The Presbytery of the Twin Cities Area is committed to providing a workplace that is free of discrimination, illegal harassment and offensive behavior. All employees are expected to treat the public, co-workers, subordinates and supervisors with respect at all times. In accordance with this commitment, the PTCA prohibits harassment of one employee by another employee, supervisor, or a third party for any reason including, but not limited to: race, color, creed, religion, sex, sexual orientation, marital status, age, national origin, status in regard to public assistance, membership or activity on a local commission, disability, or any other legally protected characteristic.

This policy applies to employees, applicants for employment, and temporary or contract workers, as well as the organization's officers, suppliers, vendors, visitors or any other person associated with the PTCA.

Harassment includes, but is not limited to: offensive, abusive, or degrading comments or other verbal behavior, slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing as well as written or pictorial materials. It also includes behavior that is personally offensive, impairs morale, and interferes with work effectiveness.

Sexual harassment is a violation of federal and state laws. It is a violation of this policy for an employee or any other person associated with the PTCA to sexually harass any employee or any other person affiliated with the organization. It includes unwelcome sexual behavior by either males or females toward either males or females.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, verbal or physical conduct or communication where:

- submission to the conduct or communication is made, either explicitly or implicitly, a term or condition of employment;
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions impacting that individual's employment;
- the conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creates a hostile, intimidating or offensive work environment.

Examples of behavior that could be sexual harassment include, but are not limited to:

- deliberate or careless creation of an atmosphere of sexual harassment or intimidation;
- sexual flirtations, advances or propositions;
- verbal abuse of a sexual nature;
- subtle pressure or requests for sexual favors;
- unnecessary touching or physical closeness;
- graphic or suggestive comments about an individual's dress, body or sexual activities;
- using sexually degrading words to describe an individual;
- displaying or sending sexually suggestive objects (including pornography of any type), pictures or offensive jokes in any way including electronically, interoffice mail, or otherwise;
- physical assault

No individual will be denied nor receive special employment opportunities based on going along with or rejecting sexual advances or other conduct of a sexual nature contrary to this policy.

Any individual who believes he or she has experienced or observed hostile or offensive behavior contrary to this policy should object to the behavior. He/she is expected to report the inappropriate behavior to the Executive Presbyter, or if the EP is believed to have engaged in objectionable behavior, the problems should be reported to the Chair of the Personnel Committee.

All such reports of action contrary to this policy will be taken seriously and investigated promptly and in as confidential a manner as possible. Individuals found to have violated the PTCA's harassment & offensive behavior policy will be subject to corrective action, up to and including termination of employment. No individual shall be retaliated against for making a good faith report of behavior contrary to this policy.

Every employee of the PTCA is to support this commitment to a workplace free from harassment and offensive behavior by conducting him/herself in a manner that is consistent with the intent and spirit of this policy.

### **Performance Evaluations**

The organization provides an evaluation of performance for all regular full time and regular part time employees after 90 days in a new position and thereafter each year of continuous employment. Performance evaluations are used to promote a continuing evaluation of employees' work performance and provide a standardized approach to promote a consistent evaluation of employees throughout the organization. Items such as productivity, attendance, quality of work, etc. will represent some of the criteria for evaluating employee performance.

Reviews are designed to provide a dialogue and employees are encouraged to discuss items of mutual concern in this confidential setting.

### **Personnel Records**

Personnel records are the property of the PTCA and access to the information they contain is restricted to those who need to know this information in order to perform their jobs or if required to be provided by law. Financial records are currently kept in the offices of the Synod of Lakes and Prairies.

Employees are obligated to inform the EP of dependent, marital status, address, or telephone number changes as well as revocation of driver's license if they are required to drive on PTCA business.

Employees may review their personnel records within 7 working days of their written request to the EP. Review of the original file or copy is available during working hours with the EP present.

### **PTCA Property**

Some employees will be provided with various organization property and equipment necessary to the performance of their jobs, such as organization computers, software, keys, facility access cards, credit cards, etc. Employees are responsible for using such property and equipment for its intended business purposes. If any such property appears to be damaged, defective or in need of repair, employees are to promptly report this to the EP. The improper, careless, negligent, destructive or unsafe use of organization property can result in 1) the employee's

need to personally replace the property or 2) corrective action, up to and including termination of employment.

Upon termination of employment, employees will be required to account for and surrender all organization property and equipment they have been provided. Failure to do so would result in the organization taking legal action to obtain the return of its property.

### **References**

All requests regarding references for any past or present employee are to be directed to the EP. Only pertinent, factual information, such as dates of employment, job title, etc. will be released.

### **Safety**

All employees are expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor.

All work related accidents, no matter how minor, must be reported immediately to the Executive Presbyter. Lack of notification could affect the employee's workers compensation benefits.

### **Security**

All individuals must adhere to any and all security measures and/or guidelines of the facility they are working in. This includes following any security guidelines that are established.

Desks, lockers and other storage devices may be provided for the convenience of employees, but remain the sole property of the PTCA. Accordingly, any agent or representative of the PTCA may inspect them or any articles found within them at any time, with or without prior notice.

The PTCA will not tolerate theft or unauthorized possession of the property of employees, the organization, visitors, etc. and therefore, may also inspect persons entering and/or leaving the facility, packages or other belongings. Employees who wish to avoid any such inspection should not bring such items onto the PTCA's premises.

Employees may need keys or access codes to enter a PTCA facility. It is extremely important that these keys or codes be kept only in the employee's possession.

If an employee works after hours, he/she should take any safety/security precautions available. Employees should see the Executive Presbyter for more information.

### **Smoke-Free Environment**

Because the PTCA wants to provide employees with a safe and healthy work environment, employees are encouraged to be tobacco-free. Smoking is not permitted inside the facility. Employees must smoke outside the building and are responsible to keep the area outside the building free of cigarette butts and other debris.

### **Solicitation & Distribution**

Solicitation and distribution of literature by employees is prohibited on the PTCA's premises when any of the individuals involved are supposed to be working or at any time in working areas of the building or in any location where the public are present. Sales by staff to other staff in the office is prohibited. Failure to do so could result in corrective action, up to and including termination.

We encourage employees who wish to solicit financial or other support from their fellow workers for any cause, charitable, political, etc., to do so off organization premises during non-working hours. Likewise, any such solicitations should not cause individuals to feel uncomfortable or compelled to participate in the activity solicited for.

### **Termination of Employment**

As previously stated, the PTCA is an at-will employer. This means either the employee or the organization has the right to terminate the employment relationship at any time, with or without notice, and for any reason not prohibited by law. If an employee elects to leave the PTCA, notice of intent to leave should be put in writing. The organization requests a two (2) week notice so it can begin the process to adequately fill the position.

Employees must return any and all PTCA property and/or materials, information, etc. no later than their last day worked.

Employees will receive pay for any earned, but unused, vacation hours in addition to hours worked.

### **Workplace Violence**

Presbytery of the Twin Cities Area is committed to maintaining a safe workplace free from of all forms of violence, including bullying and verbal or physical threats, as well as other forms of intimidation, such as sexual harassment or abusive language. As part of this commitment, the organization takes a "zero tolerance" posture with regard to any actions that threaten its employees, non-employees, clients, vendors or others in the workplace. This includes verbal and physical harassment, verbal and physical threats, verbal confrontations, and any actions that cause others to feel unsafe or threatened in the workplace including abuse or destruction of property.

In addition, employees are strictly prohibited from bringing weapons to work, or from possessing weapons on the PTCA's premises.

Employees who are aware of others involved in any of these practices or who observe a situation of potential or actual workplace violence must immediately report it to the Executive Presbyter.

No employee should bring any item on the premises that would violate any PTCA policy. The PTCA must reserve the right to inspect, with or without notice for any business reason, all persons' packages, automobiles and other items that come onto the PTCA premises to ensure compliance with policies. The organization also reserves the right to inspect all organization property, with or without notice.



Employees who violate this policy will be subject to corrective action, up to and including termination of employment.

### **Severance Pay**

The Presbytery of the Twin Cities Area (or "PTCA", "Presbytery" or the "Organization") has developed this policy in the event business conditions occur which require a reduction in force and/or position elimination for regular full time employees. This policy may be revised at any time by the Personnel Committee which will submit a recommendation to the Council for adoption by the Presbytery.

Nothing in this policy is intended, or may be construed, as a waiver or limitation of any right of the PTCA. Nothing in this policy is intended as or may be construed as a contract or an offer of a contract. It is a statement of general policy that may be interpreted, revised, amended or revoked by the Organization at any time. It is the intent of the PTCA to be in compliance with applicable laws.

This policy applies to any regular full time employee who has been employed by the PTCA for a minimum of one year. It may also include any Called Employee whether regular full time or regular part time employment status.

Severance pay is compensation the employer may offer to an employee terminating because of a reduction in force or elimination of position.

A regular full time employee is one who is authorized and scheduled to work a minimum of 40 hours per workweek on a regular and consistent basis, without any defined termination date.

A called employee (Executive and Associate Executive Presbyter) is elected by the Presbytery for an indefinite term in accordance with provisions in the Form of Government and/or in accordance with guidelines adopted by the Presbytery. Called employees may be regular full time or regular part time.

When business conditions occur and a permanent reduction in force (RIF) and/or position elimination becomes necessary, employees may be eligible for severance pay. Employees must meet an eligibility definition as described above and have a minimum of one year of employment in that employment category.

As a general guideline, eligible employees may receive one (1) week for every full year of eligible service with the PTCA. No credit will be received for partial years of service. Salary is defined as base pay only and does not include bonuses or overtime. All severance pay is subject to all applicable taxes. The maximum number of weeks for an eligible employee to receive severance under this policy is 14 weeks. Severance payments will end at the end of the 14<sup>th</sup> week period or when new employment is found – whichever occurs first.

Employees who qualify for severance pay may be required to sign an agreement in order to receive severance pay.

Severance pay will be dispersed as installments on regular pay dates.

The PTCA may also provide, at its discretion, other benefits such as outplacement services and resume preparation.

Insurance benefits, such as medical, dental or life insurance, will end as for any other terminating employee – on the last day of the last month of employment. Affected employees will receive information on the option to continue these benefits by paying the full premium on a regular monthly schedule.

## EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the Presbytery of the Twin Cities Area Employee Handbook. I understand that the contents of this Handbook are for general information and guidance and it does not constitute a contract. I understand that it replaces and supersedes any previous policies, manual or communications, whether written or oral. I further understand that all contents in this Employee Handbook are subject to change in accordance with applicable laws but employees will be advised of any changes.

I have entered into my employment relationship with Presbytery of the Twin Cities Area voluntarily and acknowledge that there is no specified length of employment. Employees have the right to terminate the employment relationship with the PTCA at any time, with or without notice, for any reason. The organization has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. The organization retains sole discretion to add, delete, or change anything contained in this handbook except employment-at-will.

I understand and agree that no employee or representative of the PTCA has the authority, at present or in the future, to promise me any benefit or make any agreement with me, oral or written, which in any way conflicts with this Employee Handbook or any of these statements. Only the presbytery has the authority to change any policy, benefit, rule or procedure as stated in this Handbook.

I understand it is my responsibility to read and understand the contents of this Employee Handbook including the Harassment & Offensive Behavior policy. If I do not understand any provision of the Handbook, I shall contact the Executive Presbyter or the Chair of the Personnel Committee for clarification.

Employee Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Note: Employees will be required to acknowledge receipt of the Employee Handbook by signing this acknowledgement.**

**- This copy is to remain with the employee -**

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Employee Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Note: Employees will be required to acknowledge receipt of the Employee Handbook by signing this acknowledgement.**

**- This copy is to be removed and placed in the employee's personnel file -**