

**PRESBYTERY OF RIVERSIDE ASSEMBLY  
PERSONNEL POLICIES**

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**PRESBYTERY OF RIVERSIDE ASSEMBLY  
PERSONNEL POLICIES**

**I. DEFINITIONS**

- A. Exempt employees are those whose work requires professional training in the work of the Presbytery of Riverside (the “Presbytery”). This includes functions that are administrative, programmatic, pastoral, or executive in nature. Working hours vary and are determined by agreement with the Head of Staff. These employees are exempt from overtime compensation and other employment conditions as provided for in the Fair Labor Standards Acts and other applicable federal and state laws and regulations (FLSA). Benefits for exempt employees generally are the same as non-exempt employees, but adjustments may be negotiated at the time of employment.
  
- B. Non-exempt employees are those employees whose work is supervised and regular working hours are assigned. These employees are not exempt from overtime and other distinctive provisions of the FLSA and are eligible to receive overtime compensation for extra hours worked. Non-exempt full-time employees work forty (40) hours per week.
  
- C. Independent Contractors: are persons with specific skills who contract with the Presbytery entity for a time-defined task. If specific tests established by the Internal Revenue Service and the state of California are met, this person may perform work as an independent contractor. Independent contractors are not employees, cannot be paid through the payroll system, and are not eligible for employee benefits. Independent contractors are required to disclose any conflict of interest before work begins. Current employees are not eligible to work for the same employer as independent contractors.
  
- D. Temporary employees (those who will receive a paycheck and have payroll taxes withheld) may be hired to complete tasks of short duration. The Personnel Committee is the hiring authority for all non-called temporary positions. Such employees generally are not eligible for any benefits except as required by law or may be included in the terms of employment and subject to approval by the Personnel Committee. A temporary employee may only work for up to three months in a temporary status. If immediately hired to regular status after the temporary period, benefits will be retroactive to their first day of employment.
  
- E. Called Ministers of the Word and Sacrament are employees in positions designated as a “called” position. Such employees will be offered at least minimum salary and benefits packages as defined by the Presbytery and the PCUSA Board of Pensions (prorated if not full-time). If a Minister of the Word and Sacrament is in a non-called position, his or her status would be one of the above, with the benefits of that particular status; however, the Presbytery may be obligated to make payments to the PCUSA Board of Pensions if the average hours worked per week are 20 or more.
  
- F. The term “Presbytery” within this document refers to the employing organization. The term “Presbytery Assembly” refers to the council required by the Book of Order, of which there are many members. The Presbytery is accountable to the Presbytery Assembly.

## II. EMPLOYMENT PRACTICES

### A. General Principles

1. At-Will Employment Policy: All employees, except those who have a written contract, are employed at-will and for no specific duration. All employees are hired conditionally on the basis of continuing fitness or need. The employee or employer may terminate the employment at any time, with or without cause or prior notice. Nothing contained in these policies and procedures guarantees employment for any specified length of time. Employees with a written contract may be terminated for cause. The employment-at-will status cannot be changed except in writing by the Personnel Committee. At-will termination is limited by anti-discrimination laws or public policies set forth in statutes or regulations.
2. All employment policies and practices will be administered without discrimination, based on race, color, sexual orientation, creed, or religious affiliation (except where creed or religious affiliation is determined to be a bona fide occupational qualification), national origin, ancestry, gender, age, marital status, physical disability, mental disability, or medical condition.
3. Sexual Misconduct (Including Sexual Harassment): All employees are required to complete an approved Sexual Misconduct Prevention Training within the first twelve months of employment. All employees must continue to attend an approved Sexual Misconduct Awareness event every three years thereafter. All employees must abide by the current "Prevention and Response Policy: Sexual Misconduct." Grievances will be addressed as described in the policy. Sexual Harassment training shall be completed according to existing California law.
4. Employment of Family Members: To affirm and facilitate equal opportunity for all employees and candidates, care will be exercised in the employment and assignment of direct relatives or members of the same household of Presbytery employees. Such people should not be automatically denied employment nor fair treatment in the full spirit of these policies.

However, individuals shall not be employed by or through the involvement of direct relatives or members of the same household, and they shall not be assigned to a position where a direct relative or member of the same household is in a position to influence the employee's salary, promotion or other aspects of Personnel Policies.

### B. Hiring Procedures

1. Minister of the Word and Sacrament employees: Any Minister of the Word and Sacrament employee will be employed through the regular process of the Presbytery according to the Book of Order and the current Manual of Administrative Operations.
2. Presbytery Leader for Mission and Vision and Stated Clerk: As directed by the Bylaws para 4.09, the Presbytery Leader for Mission and Vision and the Stated Clerk (either may be a teaching or ruling elder) are nominated as follows:

- a. A special search committee is nominated by the Presbytery Committee on Nominations according to the terms of inclusivity set forth in the Book of Order and the current Manual of Administrative Operations.
  - b. The special search committee is elected by the Presbytery.
  - c. The Presbytery Leader for Mission and Vision and the Stated Clerk are elected by the Presbytery according to the terms of inclusivity set forth in the *Book of Order* and the current Manual of Administrative Operations.
3. The Transitional Presbytery Leader for Mission and Vision and Transitional Stated Clerk: As directed by the Bylaws para 4.10, the Transitional Presbytery Leader for Mission and Vision and the Transitional Stated Clerk (either may be a teaching or ruling elder) are nominated by a special nominating committee appointed by the Personnel Committee. The Transitional Leader for Mission and Vision and Transitional Stated Clerk are elected by the Presbytery Assembly according to the terms of inclusivity set forth in the Book of Order and the current Manual of Administrative Operations.
4. Non-called positions: Applicants for non-called exempt and non-exempt positions will be required to complete an application form. Those seeking a non-called position will be hired by the Personnel Committee in consultation with the appropriate Presbytery staff and committees, and according to the terms of inclusivity set forth in the Book of Order and the current Manual of Administrative Operations. The Treasurer shall be elected by the Presbytery Assembly.
5. Employment Eligibility Verification: The Presbytery is committed to employing only those individuals legally authorized to work in the United States. In compliance with the *Immigration Reform and Control Act of 1986*, each new employee, as a condition of employment, must complete any and all employment eligibility verification forms required by the United States Immigration Service, including documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the forms if they have not been completed for the Presbytery within the past three (3) years, or if their previous forms are no longer retained or valid. The Personnel Committee is responsible for ensuring the completion of the employer's portions of these forms and otherwise assuring that the employer's obligations are met. These forms will be kept in each employee's payroll file.

### **C. Supervision and Evaluation:**

1. Initial Evaluation: During the initial 3-month employment period, every effort shall be made to provide adequate training and coaching to the new employee. An initial evaluation of a newly hired employee will take place after the third month of employment. The Head of Staff and the Personnel Committee shall assess the employee's ability and adaptation to the position. A similar training and evaluation period shall happen whenever a current employee is in a new position performing duties significantly different than those in the previous position. On-going evaluations during any phase of employment may reveal that the Presbytery believes the employee may not be up to the

assigned tasks, even with additional training, and reserves the right to terminate or reassign the employee.

2. Annual Performance Evaluation: Each employee, shall be given an annual written performance evaluation of his/her work on a date approximate to their anniversary date. This written evaluation shall be based on input from the Head of Staff, the Personnel Committee, and the employee. As the lines of accountability for the Presbytery Leader for Mission and Vision (PLMV) and Stated Clerk differ from regular employees (see Bylaws, para 4.06), their reviews will also have input from each other, the Presbytery Commission, and individuals selected by the Personnel Committee.
  - a. Should it be determined that either the PLMV's or the Stated Clerk performance during the preceding years has been unsatisfactory, one of the following will occur:
    - 1) The PLMV or the Stated Clerk, as applicable, implements an agreed upon set of remedial steps with periodic reviews of progress during the coming six (6) months, or,
    - 2) The Personnel Committee recommends that an executive review be initiated to the Presbytery Commission, as described in the following two paragraphs.
3. Six months before the end of the Stated Clerk's term, an Executive Performance Review Team consisting of the Personnel Committee, two members of the Nominating Committee, and two Presbytery Commission members shall conduct a comprehensive performance review. After the review, the reviewing team shall recommend, through the Presbytery Commission to the Presbytery Assembly, that the Stated Clerk either be renominated or not be renominated for another term. If the current Stated Clerk is not approved for another term, the search process for a replacement shall be initiated.
4. At the request of the Personnel Committee or the Presbytery Commission, an Executive Performance Review Team, with the same representation as above, shall be formed and perform a comprehensive review of the Presbytery Leader for Mission and Vision. The results of that review shall be presented to the Presbytery Commission, who shall forward the results and recommendations to the Presbytery Assembly.
5. Performance Record: The original performance evaluation will be signed by the Head of Staff, the employee, and a representative from the Personnel Committee and become part of the employee's personnel record. The employees' signature is an acknowledgment of the evaluation and does not indicate his/her agreement with the assessment. If the employee does not agree to sign the review, it shall be so annotated and dated by the Head of Staff. These reports will be placed in the employee's personnel file and will be treated as confidential information. A copy of the performance evaluation with all signatures will be given to the employee.

6. Terms of Employment: Terms of employment for all employees are determined in each case by the Personnel Committee in consultation with the Head of Staff and/or the appropriate body of the Presbytery. Written terms of employment shall be provided for each employee at the time of employment. A copy shall be placed in the employee's personnel file.
7. Salary Review: Every employee shall have an annual salary review.

**D. Grievance Procedure (other than sexual harassment or sexual misconduct):**

1. General: All employees shall have the right to submit a grievance to the Personnel Committee on matters affecting their status and treatment. If an employee feels he/she has been unfairly treated or something unethical is happening within the Presbytery office, the employee is encouraged to discuss the issue with the Head of Staff or the Chairperson of the Personnel Committee. If the issue is not resolved to the employee's satisfaction, the following grievance procedure will be followed.
2. A written statement prepared by the employee shall document the alleged situation which led to the grievance and any attempts to address it. It shall be submitted within thirty (30) days of the occurrence.
3. Within thirty days of receiving the complaint, the Personnel Committee will meet with all parties to seek a resolution.
4. Employee Rights:
  - a. The employee shall have the right if he/she desires to seek the guidance and support of an individual to serve as ombudsman to help him/her prepare for the meeting, state the issue clearly, serve as a second set of ears, and reflect on what has been said. The ombudsman will not speak for the employee.
  - b. The employee concerned shall have the right, if he/she so desires, to ask the Head of Staff to leave the meeting while this matter is being discussed. If necessary, the Personnel Committee may confer with the Head of Staff and/or other potential corroborating parties in private.
5. If an agreeable resolution is not reached, the Personnel Committee will render a decision. If the employee is not satisfied with the decision of the Personnel Committee, he/she can send a written appeal to the Presbytery Commission or its successor within 10 to 20 days of receipt of the decision. The employee shall be present, and other potential corroborating parties may be present, at the meeting of the Presbytery Commission or its successor when the appeal is discussed and acted upon. The decision of the Presbytery Commission shall be final.
6. A written report will be provided by the resolving agent within 60 days of the alleged grievance. The Moderator of the Presbytery Commission or its successor will deliver to the employee, the Head of Staff, and the Personnel Committee the final decision on the

appeal. A copy of the final written report from the resolving agent will be filed in the employee's personnel file.

7. Employees will not be retaliated against in any way for using this grievance procedure.

#### **E. Employee Records**

1. Personnel Records: The Personnel Committee will maintain a Personnel File for each employee. The file will be secured in a locked file. The Personnel File may include, but is not limited to, the following:
  - a. Application
  - b. Resume
  - c. Offer letter
  - d. Position descriptions, current and previous
  - e. Performance evaluations, including annual goals and objectives
  - f. Documentation on disciplinary issues
  - g. Attendance records
  - h. Compensation history
  - i. Current home address and phone number
  - j. Name and phone number of persons to be notified in case of emergency.
  - k. A record of the dates and names of the person(s) inspecting the file
  - l. A signed statement indicating that the employee has received and read the policies, terms of call or employment, and records of all changes related to employment.
  - m. Other information, with the employee's knowledge, as directed by the Head of Staff and/or state law.
  - n. Employee Eligibility Verification (Form I-9)
2. Employees have the right to view their personnel file upon a written request to the Head of Staff. Access to a Personnel file is otherwise restricted to the Head of Staff and members of the Personnel Committee.
3. Accurate Contact Information: Within fifteen (15) days of a change in personal or emergency contact information, employees will provide updated information to the Presbytery office.

### **III. COMPENSATION AND BENEFITS**

- A. **Salary Reviews and Adjustments:** The Presbytery, through the Personnel Committee, shall annually conduct a compensation and benefits review with each exempt and non-exempt employee by July 1. Compensation and benefits adjustments for non-exempt and exempt employees shall be implemented on January 1 of the following year.
- B. **Pay:** All employees are paid semi-monthly.
- C. **Non-exempt Employee Overtime Compensation:**
  1. In consultation with the employee, the Head of Staff will adjust the individual's workday or workweek to accommodate special requirements. Deviations from normal office hours

will be agreed upon between the employee and the Head of Staff in writing.

2. No overtime will be granted without prior written permission of the Head of Staff.
3. Non-exempt employees will record hours worked, vacation, and personal days in the Presbytery's designated manner. The Office Manager will prepare a monthly report accounting for all time by each non-exempt employee for the Head of Staff and the Personnel Chair.

**D. Benefits:**

1. **Benefits Eligibility** Called Ministers of the Word and Sacrament will receive benefits according to their call. If the call does not state a benefit below, they shall receive that benefit according to their normal work schedule.
2. **Paid Time Off (PTO):** Vacation and sick leave are called Paid Time Off, or PTO. Called Ministers of the Word and Sacrament will receive vacation according to their call. If sick leave is not specified in their call, they shall receive it according to their normal scheduled hours to be worked. All other employees (except temporary employees) accrue PTO based on scheduled hours worked. Those whose normal work schedule is 5 hours or fewer per week will not receive PTO. Employees whose normal work schedule is greater than 5 but fewer than 35 hours will receive prorated PTO (based on 40 hours per week). Employees whose normal work schedule is 35 hours per week or more will receive PTO at the normal full-time rate. Eligibility for other benefits is as specified elsewhere in this document.
3. **Worker's Compensation:** Worker's Compensation, required by state law and paid for entirely by the Presbytery, protects employees in the event of occupational injury or sickness. An accident on the job, no matter how small, shall be reported to the Head of Staff within twenty-four (24) hours of occurrence. This is a requirement under the law (Senate Bill 198) and is posted in full view of staff.
4. **Social Security:** The Presbytery is exempt from Social Security provisions for any called Minister of the Word and Sacrament staff because they are considered self-employed for Social Security and Medicare purposes. All other employees are treated in accordance with the provisions of the Internal Revenue Service and updated annually in Circular E.
5. **Pension:**
  - a. All Minister of the Word and Sacrament employees ordinarily will be enrolled in the Presbyterian Pension Plan. Payment of pension dues is made to the Board of Pensions by the Presbytery.
  - b. No pension benefits will be available for non-clergy employees.
6. **Medical Insurance:**
  - a. All Minister of the Word and Sacrament employees ordinarily will be enrolled in the medical plan sponsored by the Presbyterian Board of Pensions. Payment of medical premiums will be made to the Board of Pensions by the Presbytery.
  - b. Medical benefits for non-clergy full-time employees will be negotiated at the time of hire.



7. If Presbytery staff preach in a congregation in relation to Presbytery business, he/she shall make it clear to the church that no compensation is expected. If Presbytery staff fills a pulpit as a guest preacher, such as in the absence of the pastor, he/she may receive compensation/honorarium.

8. Holidays:

a. The same number of holidays will be given to employees at all levels:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day and the following Friday
President's Day	Christmas Eve Day
Good Friday	Christmas Day
Memorial Day	The week between Christmas Day
Independence Day	and New Year's Day

b. Exceptions: Holidays that occur on a Saturday or Sunday will be observed on the following Monday. Should a holiday occur during an employee's scheduled PTO leave, the holiday will not count as a PTO day.

c. Eligibility: To be eligible for holiday pay, an employee must work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday unless the absence is approved by the Head of Staff. Employees who are on approved non-paid or paid leave, other than scheduled PTO leave, are not eligible for additional holiday compensation should a holiday occur during the stated leave period.

9. Annual Paid Time Off (PTO)

a. Policy: Presbytery believes that employees and the Presbytery alike benefit from scheduled time for each regular employee to enjoy relaxation and recreation and return to work revitalized. In order to provide for such absence without concern for pay continuation, the Presbytery provides the following PTO plan on an annual basis. PTO is comprised of traditional vacation time, sick time, and time off for other personal needs.

b. The standard full-time PTO accrual rate is established below. Employees begin accruing PTO credit on the first day of employment. New employees may not use scheduled PTO leave until they have completed at least six months of continuous service.

Years of Service	Total PTO
0 through 2 years	176 hours
3 through 5 years	216 hours
6 through 10 years	256 hours
11 years and over	312 hours

c. Scheduled PTO use and credits:

- (1) Scheduled PTO dates must be arranged in advance with the Head of Staff. The Head of Staff scheduled PTO dates will be reported to the chairperson of the Personnel Committee.
- (2) All employees will be encouraged to use PTO within each calendar year.
- (3) PTO accrues at the end of each month, with a maximum accumulation of the

total hours which would be accumulated in two years. At the time of termination, accumulated PTO will be paid to the employee.

- (4) If a payday should occur within the scheduled PTO period, wherever possible, the employee will be given a salary check before departing on leave.

10. PTO does not apply to Ministers of Word and Sacrament who are employed by the Presbytery via a covenant. A called Minister of the Word and Sacrament employee's vacation will be determined by their employment covenant. Ministers of Word and Sacrament will receive 72 hours of sick leave annually prorated based upon their specified working schedule. The maximum accumulation of sick leave is two years or 144 hours. The maximum accumulation of vacation is 1 and ½ the annual allotment. Vacation and sick leave are paid upon termination of employment for Ministers of Word and Sacrament.

11. Sick Leave:

- a. Sick leave has been incorporated with vacation as Personal Time Off or PTO. It is accrued at the rate of 72 hours per year (9 days for a 40 hour/week employee), combined with vacation time, then prorated for each employee. This is consistent with California law regarding sick leave.
- b. Periods of unscheduled PTO leave for longer than five consecutive days shall be substantiated by a statement from the employee's attending physician advising the avoidance of normal responsibilities. The statement shall be provided by the employee to the Head of Staff and the chair of the Personnel Committee.
- c. When a period of unscheduled PTO leave for illness/injury extends beyond fourteen days, the employee shall provide, prior to resumption of duties, to the Head of Staff and/or the chair of the Personnel Committee, a statement from the employee's physician certifying clearance to resume normal duties. The physician will have been provided with the employee's position description for review before certifying clearance.

12. Leaves of Absence: A leave of absence for any reason shall be granted by the Head of Staff as deemed appropriate. If questions arise in this area, the Personnel Committee shall be consulted. These leaves are normally unpaid.

13. Extended Leave of Absence: An extended leave of absence for disability, personal, or family necessity may be granted by the Head of Staff in consultation with the Personnel Committee.

14. Jury Duty: Employees are to notify the Head of Staff, or, in the absence of the Head of Staff, the chair of the Personnel Committee promptly upon receipt of a jury summons and subsequent notice of selection to serve as a juror. Employees required to provide this community service will receive their regular rate of pay for normal hours worked up to a maximum of 5 workdays for this occasion of absence, provided the employee submits evidence of the summons and selection notice. Employees will be allowed to retain any compensation paid by the respective court jurisdiction.

15. Military Leave will be determined by the Personnel Committee on a case by case basis according to State and Federal laws that apply.

16. Continuing Education

- a) Policy: The purpose of continuing education is to afford employees the opportunity to acquire new skills and knowledge and/or refresh old skills and knowledge consonant with the needs of the Presbytery and with the employee's own career goals and objectives. Continuing education funds for non-called employees are budgeted as a group and any individual continuing education requests are to be submitted sufficiently in advance of the leave period to the Personnel Committee to allow time for cost review and approval. Continuing education does not usually include attendance at conferences, seminars, or meetings that align with the duties and responsibilities of the governing bodies.
- b) Eligibility for called Ministers of the Word and Sacrament: These employees shall have a continuing education provision in the terms of their call, congruent with the Healthy Pastors and Congregations Commission guidelines.
- c) Eligibility for all other employees: The Presbytery may allocate professional growth funds for these employees to update their work-related skills at the discretion of the Head of Staff or the Personnel Committee.
- d) Any unused monies which were allocated to an individual are not payable at the time of termination.
- e) Reports: A written report on gained understanding or knowledge concerning the agreed goals must be reviewed with the Head of Staff within one month following the completion of continuing education. A copy of the report shall be sent to the Personnel Committee.

**IV. TERMINATION**

**A. General Policy**

- 1. Authority: The Head of Staff and the Personnel Committee are responsible for employees and are held accountable to ensure that all terminated employees are treated in a fair and equitable manner, including the opportunity to utilize the grievance procedure. (G-3.0104; G-3.0110)
- 2. Terminated Employee's Records and Wages: There shall be a written termination summary for all employees who leave the Presbytery's employment, which shall be retained in the employee's personnel file. Consistent with California labor laws, if the Presbytery terminates the employment of an employee, all wages and unused PTO are payable on the last day of employment. If an employee voluntarily terminates employment without notice, wages and unused PTO are due within 72 hours of the termination. If the employee gives at least 72 hours' notice, the final paycheck and unused PTO are due on their last day. . All termination requests are to be made to the Head of Staff and referred to the Personnel Committee.
- 3. Reasons for Presbytery termination of exempt or non-exempt employees may include but

are not limited to:

- a. Unsatisfactory performance
  - b. Refusal to do work within his/her position description
  - c. Repeated unexcused absences and/or habitual tardiness
  - d. Incompetence
  - e. Providing false or misleading information
  - f. Sexual harassment
  - g. Financial malfeasance
  - h. Insubordination
  - i. Malicious gossip
  - j. Excessive use of Presbytery time for personal business
  - k. Lack of budget to sustain the position
  - l. Reorganization of staffing needs
  - m. Intoxication on the job due to alcohol, marijuana, or illegal drugs.
4. Dismissal for Cause: The Head of Staff, in the presence of witnesses, shall have the authority to immediately terminate a non-called employee for cause followed by prompt notification of to the Personnel Committee.
  5. Dismissal for Other Than Cause: With the exception of called and regular employees within their first 3 months of employment, staff can expect to receive no less than thirty (30) days notice of dismissal for anything other than cause. Appropriate severance pay may be given on the recommendation of the Personnel Committee.

**B. Resignation:**

1. Ordinarily, non-exempt employees are asked to provide a written resignation at least 14 days in advance of termination.
2. Ordinarily exempt employees will submit a written resignation to the Presbytery through the Personnel Committee at least thirty (30) days in advance of termination.
3. Resignation of called Minister of the Word and Sacrament employees shall not become effective until after action of the Presbytery Assembly.

**C. Death in Service:** In the event of the death of either an exempt or non-exempt employee, that person's salary will be continued to the spouse or dependent for four weeks from the date of death. Death benefits are provided through the Pensions and Benefits plan of the Presbyterian Church (U.S.A.) for covered employees.

**D. Retirement:** The Presbyterian Church (U.S.A.) Pensions and Benefits Plan provides retirement benefits for its members. (See the provisions of the current Plan for further information.)

An employee member may retire early according to the terms of the current Plan. Notice of planned retirement should be given to the Head of Staff at least three (3) months prior to the date of retirement. Notification of the Presbytery Assembly shall be planned with the Head of

Staff.

- E. **Exit interview:** If practical, an exit interview shall be conducted by the Personnel Committee with each employee voluntarily leaving the employment of the Presbytery.

## V. OFFICE MATTERS

- A. **Telephone Use:** The Presbytery's telephones are principally for work-related communication. Unless there is an emergency, employees are required to limit long-distance telephone calls to business purposes only. Employees should limit personal use of the telephone to brief communications during break periods where possible. Casual conversation with friends and relatives during working hours is strongly discouraged.
- B. **Postage:** Employees are required to limit the usage of the mail to business purposes only. Employees may not use the Presbytery postage meter for personal mail or receive personal mail at the Presbytery address. Any suspicious package or envelope must be reported to the Head of Staff immediately.
- C. **Computer Use:** The Presbytery's computer network services and worldwide Internet access are available to employees as a business tool for the purpose of promoting and advancing church programs and missions. All computerized information, email or voice mail messages, including information obtained with the use of the Presbytery's Internet access, are considered Presbytery records. Employees have no expectation of privacy for any information contained in Presbytery computers or property. Misuse of Presbytery computers or the Internet can have serious and expensive consequences, and will result in discipline up to and including termination.
- D. **Fitness for Work and Intoxication:** While on Presbytery premises and while conducting business-related activities off Presbytery premises, all employees must be mentally and physically fit for work. The Head of Staff may make arrangements to provide transportation for an employee to their home if he or she believes the employee is unfit for work. No employee may be under the influence of alcohol, marijuana, or illegal drugs while working. Violations of this policy may lead to disciplinary action, up to and including immediate termination or required participation in a substance abuse rehabilitation or treatment program.

## VI. PERSONNEL COMMITTEE

- A. **Composition and Operation of Personnel Committee**
  - 1. **Composition:** The Personnel Committee's composition is defined within its charter document.
  - 2. **Employee Relations:** Any employee may request a meeting with the Personnel Committee with prior notice to the committee chairperson. Changes to the Personnel Policies will be communicated to all employees.
- B. **Staff and Compensation Review:** The Personnel Committee is required to evaluate staff and staff compensation annually. As part of the evaluation, the Committee is required to

evaluate whether compensation is appropriate and to recommend any changes deemed necessary. This does not mean that the Committee may only recommend compensation increases, but it is obligated to recommend compensation increases or reductions if deemed appropriate.

- C. **Position Descriptions:** The Personnel Committee shall draft all non-ordained position descriptions, consulting with others as appropriate. New and updated position descriptions shall be approved by the Presbytery Commission. The search committee for all ordained (Teaching Elder or Ruling Elder required) positions shall draft the position description coordinating with the Personnel Committee and Presbytery Commission as appropriate. It shall be approved by the Presbytery Commission and the Presbytery Assembly. Subsequent adjustments will be approved by the Presbytery Commission.
  
- D. **Review of Personnel Policies:** The Personnel Committee will review the Personnel Policies as appropriate, and revisions to these policies will become effective upon approval of the Presbytery Assembly.

## **VII. “Accountable” Reimbursement Policy**

1. Any employee of the Presbytery of Riverside shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the Presbytery, if the following conditions are satisfied:
  - (a) the expenses are reasonable in amount;
  - (b) the person documents the amount, time and place, business purpose, and business relationship of each such expense with the same kinds of documentary evidence as would be required to support a deduction of the expense on the person’s federal income tax return; and
  - (c) the person documents such expenses by providing the Presbytery treasurer with an accounting of such expenses, no less frequently than monthly. In no event will an expense be reimbursed if substantiated more than sixty (60) days after the expense is paid or incurred by the employee.
2. Reimbursements shall be paid out of the Presbytery funds and not by increasing paychecks by the amount of business expense reimbursements.
3. Reimbursable business and professional expenses include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments, and professional dues.
4. The Presbytery shall not include in a person’s W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to the preceding paragraph, and the person should not report the amount of any such reimbursement as income on Form 1040.
5. Any Presbytery reimbursement that exceeds the amount of business or professional expenses properly accounted for by a person pursuant to this reimbursement policy must be returned to the Presbytery within 120 days after the associated expenses are paid or incurred by the person, and shall not be retained by the person.
6. If for any reason, the Presbytery’s reimbursements are less than the amount of business and professional expenses properly substantiated by a person, the Presbytery will report no part of the reimbursements on the person’s W-2, and the person may deduct the unreimbursed expenses as allowed by law.
7. Under no circumstances will the Presbytery reimburse a person for business or professional expenses incurred on behalf of the Presbytery that are not properly substantiated according to this policy. The Presbytery and staff understand that this requirement is necessary to prevent our reimbursement plan from being classified as a “non-accountable” plan.
8. All receipts and other documentary evidence used by a person to substantiate the business nature and amount of his/her business and professional expenses incurred on behalf of the Presbytery shall be retained by the Presbytery.
9. Only expenses that are approved for reimbursement in the budget and by the Treasurer or the Personnel Committee of the Presbytery of Riverside shall be considered for reimbursement. The Treasurer’s expenses are approved by the Presbytery Leader for Mission and Vision.

This document replaces all previous Personnel Policies.