

# **PERSONNEL POLICY**

## **PRESBYTERY OF YELLOWSTONE**

**Dated: 10/19/93**

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# **PRESBYTERY OF YELLOWSTONE PERSONNEL POLICY**

## **1.00 PERSONNEL COMMITTEE**

The Personnel Committee is a committee of the Council of Yellowstone Presbytery.

### **1.01 Membership**

The membership of the committee shall consist of four (4) members: 2 clergy and 2 elders. The moderator will be appointed by council. The Executive/General Presbyter shall be an ex-officio member of the committee, but without vote. Also, assistance from the synod may be requested when necessary.

### **1.02 Quorum**

A quorum shall consist of 2/3 (two-thirds) of the voting members of the committee.

## **2.00 RESPONSIBILITIES**

The Personnel Committee shall have the following responsibilities:

### **2.01 Policy**

To prepare and recommend personnel policies and procedures to the presbytery.

### **2.02 Position and Person Description for all presbytery staff.**

To prepare and recommend position descriptions and person descriptions for all permanent presbytery staff; to periodically review and revise them in consultation with the Executive/General Presbyter and the staff persons holding the positions.

### **2.03 Synod/ Other Councils**

To work with The Synod of The Rocky Mountains concerning the performance of the Executive/General Presbyter.

### **2.04 Consultation**

To serve as a resource in consulting with and assisting the personnel committees of local congregations as they develop personnel policies and procedures, job descriptions, and person descriptions for their staff. To consult with any search committee in their process for securing permanent or interim staff.

### **2.05 Annual Performance Review**

**2.051 General Presbyter**

To provide for an annual review of the performance and salary of the General Presbyter(s).

**2.052 Elected Staff**

To provide in coordination with the Executive/General Presbyter for an annual review of objectives, performance and position description (see 4.038) with each elected staff person in conjunction with the annual review of salary, and report the results of such reviews to the Presbytery Council with appropriate recommendations.

**2.053 Recommendations**

Salary, benefit and expense account recommendations will be made to the Budget and Finance Committee in light of performance, compensation comparability and general economic circumstances.

**2.054 Career Opportunities of Exempt Staff**

As a part of the Annual Review employees will be given an opportunity to review and determine their short and long-term career goals and objectives as a part of the Church's Affirmative Action Program.

**2.06 Exit Interview**

To provide for an exit interview with all staff leaving the employ of the presbytery.

**2.07 Affirmative Action**

To follow the provisions of the Affirmative Action/Equal Employment Opportunity policy of the Presbyterian Church (U.S.A.).

**2.08 Administer Policy**

To administer the presbytery personnel system in conjunction with the Synod Personnel Policy.

**2.09 Miscellaneous**

To perform such other duties as may be assigned by the Presbytery Council.

**3.00 GUIDELINES FOR THE ADMINISTRATION OF PERSONNEL POLICIES AND PRACTICE**

**3.01 Equal Employment Opportunity**

To enable the presbytery to implement an affirmative action plan for equal employment opportunity in accordance with the guidelines established by the General Assembly Council.

**3.02 Reimbursement of Expenses**

To administer a process wherein authorized expenses incurred by employees in the performance of their work assignments are reimbursed in an adequate

and uniform manner, utilizing a voucher system.

**3.03 Career Development**

To administer a process of career development which will 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 their own goals and objectives. Employees may receive assistance through financial grants and needed time away from the job to participate in employer conducted or approved training programs. The process of staff development will be an integral part of their annual performance review and evaluation.

**3.04 Benefits**

To provide benefits to employees for medical services and insurance, pension coverage, regular vacations, regular and special leaves, etc., as long as the needs are consonant with the goals and financial capacity of the presbytery. Medical reimbursement programs such as flex accounts are permitted.

**3.05 Working Conditions**

To insure that employees have equitable working hours, necessary equipment to perform tasks, pleasant working conditions, etc., as long as such are compatible with the goals and financial capacity of the presbyteries.

**3.06 Grievances and Complaints**

To administer the process described in section 5 to ensure all employees a fair and equitable opportunity, including the right to choose an advocate, for the hearing and resolution of misunderstandings and grievances that may arise in the administration of the total personnel system.

**3.07 Communication**

To communicate to all employees the personnel policies and procedures pertinent to their employment, including identification of the offices, persons, or committees involved in the administration and oversight of the system. Employees will be asked to verify their receipt and reading of this document.

**4.00 EMPLOYMENT POLICIES**

**4.01 Employer**

The legal corporate employer of all presbytery staff personnel is the Presbytery of Yellowstone of the Presbyterian Church (U.S.A.), a legal corporation in the State of Montana.

**4.02 Employment Categories and Terminology**

**4.021 Exempt and Non-Exempt Categories.** In accordance with the Fair Labor Standards Act, there are exempt and non-exempt positions. Exempt positions are referred to herein as professional staff. Non-

exempt positions are referred to as secretarial and clerical employees and as non-professional staff.

**4.022** Persons employed in non-exempt positions must be paid overtime wages for hours worked in excess of 40 hours per week as may be required by law. For all hours over 40, overtime pay is at the rate of one and one-half times the hourly rate.

Professional staff people employed in exempt positions are not paid overtime wages for hours worked in excess of 40 hours per week.

**4.023** Elected Staff. All exempt employees shall be elected to office in accordance with the Form of Government (G-9.0704; G-9.0104; G-9.0405).

#### **4.03 General Policies**

**4.031** The Presbytery of Yellowstone and all agencies of the Presbyterian Church (U.S.A.) are equal opportunity employers, hiring without regard to race, cultural background, age, gender or marital status. In positions where knowledge of and belief in Presbyterian doctrine are essential to optimum job performance, all agencies and presbytery hold and exercise the legal right to stipulate Presbyterian or Protestant church membership as a necessary qualification. Employed Persons will be employed and treated during employment without regard to race, color, religion, gender, marital status or national origin in accordance with Revised Order #4, NEW Guidelines for institutions of our type, 1965 Civil Rights Bill Title #7, and/or other guidelines pertinent to operational missions of the presbyteries. The Presbyterian Church (U.S.A.) Affirmative Action Program assures that minorities and women receive equitable treatment in employment, retention, and promotion.

**4.032** Selection of new employees shall be made on the basis of such factors as ability, aptitude, experience, training, education, character, personality, and physical fitness. See 4.039. The best qualified person shall be chosen without regard to race, color, physical handicap, age (except for legal requirements), gender, marital status, political, or other affiliations, or church membership except as stated in the preceding and following paragraphs.

**4.033** It is expected that because of the nature of the work done in and for the Presbyterian Church (U.S.A.), professional staff shall be members of said church.

**4.034** Professional staff shall be elected by the presbytery in accordance with

the Form of Government of the Presbyterian Church (U.S.A.) and the Standing Rules of the presbytery. Exempt staff shall be provided with a written "call" in the format provided by the General Assembly. In compliance with the Form of Government, the call of a minister shall be submitted to the minister's presbytery for approval. All new and vacant exempt positions shall be validated by the presbytery after consultation with the Synod before candidates are sought.

A Special Nominating Committee shall nominate professional staff to fill vacant professional staff positions. Recommendations for that committee's membership shall be made by Leadership Cabinet and the committee shall be elected by the presbytery. Membership of the Special Nominating Committee shall be 5-7 members and shall include a female and male TE, a female and male RE and a youth (someone less than 30 years of age.)

4.035 Selection of non-professional personnel (secretarial and clerical employees) shall be made by the Executive/General Presbyter with the exception of camp personnel (camp *and youth* personnel policy addendum will be attached to this policy).

4.036 The first three months of employment of non-exempt personnel are a probationary or trial period, giving the employee and his/her supervisor an opportunity to evaluate motivation and qualifications for the position under actual working conditions. Prior to permanent employment, a performance appraisal is prepared and discussed with the employee by his/her supervisor. When all requirements for regular employment have been satisfied, such employment shall begin with the next pay period.

4.037 A non-professional employee is not eligible for participation in the Benefits Plan of the Presbyterian Church (U.S.A.) until completion of the three months' probationary period.

4.038 Every employee of the Presbytery shall be provided with a position description, which shall be reviewed by the immediate supervisor with the employee at least annually.

4.039 A pre-employment physical examination at the presbytery's expense may be required.

4.04 Travel/Accident Insurance

All employees shall be covered by the travel/accident policy provided by the General Assembly of the Presbyterian Church (U.S.A.) while traveling on Presbytery or Presbytery-related business in or outside the city/state in which they are employed.

**4.05 Workmen's Compensation**

Employees of presbytery are covered by a Workmen's Compensation Insurance Policy for accident or injury sustained on the job.

**4.06 Insurance**

Employees who are members of the Presbyterian Benefits Plan are covered by the medical provisions of that plan. Other employees are encouraged to secure coverage unless they have coverage through another member of the family which makes such coverage unnecessary and wasteful.

**4.07 Annual Study Leave For Exempt Staff**

A minimum of two week's annual study leave with pay will be granted within the guidelines of the *Form of Government* and committee on ministry guidelines.

**4.08 Extended Study Leave For Exempt Staff**

In order to enable employees with specific needs or opportunities to give extended study to subject areas which will contribute to the work of the presbytery as well as their own technical or professional development, an extended study leave, with pay, may be granted by the presbytery within the following guidelines:

**4.081** The employee must have completed two years consecutive service with the presbytery.

**4.082** At least five years have elapsed from the time of any previous extended study leave.

**4.083** A detailed written plan of study and clearly identified goals with end products clearly set forth must be approved by the Personnel Committee long enough in advance to be covered by the presbytery budget and staffing plans.

**4.084** The maximum length of extended study leave will be four months.

**4.085** The ongoing work of the particular position and the total presbytery's mission and function will be primary factors in considering and granting of extended study leave.

**4.09 Compensation Policies and Practices**

**4.091 Salary**

The Presbytery of Yellowstone accepts in principle and will in general follow the standards of salary policy adopted by the General Assembly for direction of General Assembly agencies and for guidance to the synods and presbyteries.

**4.092 Housing Allowance**

The Internal Revenue Service provides that a minister can exclude from gross income for tax purposes any rental allowance paid as part of his/her compensation to the extent that he/she used it for renting or providing a home.

In order to satisfy the requirement of the Internal Revenue Service relative to the housing or manse allowance for ordained ministers, it is understood that of the total amount of compensation paid to an ordained minister, may be negotiated up to the Internal Revenue Service allowed percentage for a manse or housing allowance.

If, however, the amount actually being spent for housing, or the fair rental value as a furnished house, plus utilities, is greater than allowed Internal Revenue Service percent, the employee may request the presbytery to designate a larger percentage of his/her compensation as a housing allowance.

If the amount which is designated for manse allowance is not fully used, it is the recipient's responsibility to report the balance to the Internal Revenue Service as taxable income.

**4.093 Moving Expense**

When a person is originally elected or moved at the request of the presbytery, moving expenses will be covered as negotiated in accordance with presbytery's financial ability to pay. It shall include the cost of the initial move, storage in transit not in excess of two months, and moving expense from warehouse to home. The employee shall also be reimbursed for the cost of moving members of the immediate family.

**4.094 Travel Expenses**

Staff members shall keep a daily record of official travel and entertainment expenses incurred in the performance of their work and shall report such expenses at the end of each month to the presbyteries/synod for approval and reimbursement. Reimbursement expenses shall include: mileage allowance as set from time to time by the presbytery for the use of the staff automobile for transportation on presbytery business, the actual cost of various forms of public transportation as required, the actual reasonable cost of lodging and meals when on business for the presbytery, and the actual cost of parking fees, tips, phone calls, and similar items incurred in doing business for the presbyteries away from the office.

**4.095 Overtime/Comp Time**

Non-exempt employees (except part-time workers) work 40 hours per week. Lunch periods are scheduled by individual supervisors. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time which is not part of the 40 hour week. When overtime is authorized by immediate supervisor, compensation will be at one-and-a-half times the regular hourly rate.

**4.096 Honoraria**

Exempt staff may receive honoraria for their services to churches when they serve as pulpit supply or provide leadership for retreats or events.

**4.097 Deferred Income**

If the employee wishes, that portion of salary allowed by the I.R.S. may be placed in a tax sheltered or deferred income annuity policy or fund.

**5.00 COMPLAINTS AND GRIEVANCES**

**5.01 Informal Procedure**

A concerted effort shall be made to settle complaints and grievances informally, as follows:

**5.011** Before filing a formal written grievance the complaining party must first discuss his/her complaint with the immediate supervisor.

If the immediate supervisor is the General Presbyter and the complainant is not satisfied with the outcome of the discussion a formal complaint or grievance may be filled.

**5.02 Formal Procedure**

**5.021** If informal efforts to resolve a grievance have failed, a formal grievance may be filed in writing with the moderator of the Personnel Committee. A copy of the written statement of grievances shall be provided to the person's supervisor and the General Presbyter concurrently.

**5.022** The moderator of the Personnel Committee shall call a meeting of that committee to review the grievance with all parties concerned in attendance and shall resolve the grievance.

**5.023** If the complainant is dissatisfied with the decision of the Personnel Committee, he/she may file an appeal within 30 days to the Presbytery Council. The Presbytery Council shall establish a special committee to investigate the grievances in consultation with all parties concerned and shall recommend to presbytery its findings for presbytery's vote and written decision, which shall be provided to the concerned persons.

**5.03 Right of Advocacy**

The complainant may have an advocate of his/her choice to represent him/her at every step of the formal process.

**5.04 Records**

A written record of all decisions reached at every hearing of a complaint or grievance shall be retained with official personnel files. The record shall indicate whether the complainant has accepted or rejected the decision presented to him/her.

**6.00 TERMS OF SERVICES**

**6.01 Terms**

Presbytery exempt staff persons shall be elected for an indefinite term not to exceed five years.

**6.02 Particular Terms**

Exempt staff persons may be employed for particular terms under special circumstances, or to perform special services on a short-term basis. The presbytery council shall determine when and under what circumstances persons shall be so employed for special services and limited terms.

**7.00 VACATIONS AND LEAVES**

**7.10 Vacations**

Vacations with pay are authorized for all permanent employees for rest, refreshment, and relaxation. Vacations are not cumulative and must be used within the calendar year, except when special provision has been made by the Personnel Committee.

Full-time exempt employees are entitled to 28 calendar days vacation per year.

After the first year of employment, all permanent employees must take at least one block of their vacation time consisting of five (5) consecutive working days. This time is to be cleared at least two (2) weeks ahead of time with their supervisor.

Non-professional staff shall be granted vacations depending upon length of service, computed as of January 1 each year according to the following schedule:

<b><u>VACATION EARNED AS OF JANUARY 1</u></b>			
<b><u>Service under 1 year</u></b>		<b><u>Service over 1 year</u></b>	
<b><u>Number of Months</u></b>	<b><u>Number of Days</u></b>	<b><u>Number of Years</u></b>	<b><u>Number of Days</u></b>
<b><u>Employed</u></b>	<b><u>Vacation</u></b>	<b><u>Employed</u></b>	<b><u>Vacation</u></b>
1	1	1	11
2	2	2	12
3	3	3	13
4	4	4	14
5	5	5 & 6	15
6	6	7 & 8	16
7	7	9 & 10	17
8	8	11 & 12	18
9	9	13 & 14	19
10	10	15 and over	20

Established holidays shall not be deducted from vacation time.

**7.02 Sick Leave**

Presbytery shall provide sick leave with full pay to all employees for a period of eight working days annually for each year of continuous employment. This allowance may be accumulated from year to year provided employment is continuous, but the total accumulated shall not exceed 120 days. In case of termination of employment, either voluntary or involuntary, an employee with accumulated sick leave may not claim cash payment in lieu thereof.

**7.021 Personal Leave Days**

All employees may take up to two workings days annually for personal leave as approved by the supervisor. In case of termination of employment, either voluntary or involuntary, an employee with accumulated personal leave may not claim cash payment in lieu thereof.

**7.03 Training with Armed Forces**

Up to two weeks leave in addition to the employee's vacation time, without pay, may be granted for a regular training period with the United States Armed Forces.

**7.04 Emergency Leave**

Emergency leave with pay, up to 5 days, may be granted to employees in cases of personal emergencies, such as death or serious illness in the family. Such leave is granted by the employee's immediate supervisor.

**7.05 Maternity and Paternity Leave**

A person who has been employed by the presbytery one year or more may apply for up to six months leave without pay normally consisting of three months before and three months after birth/adoption. Requests for leave will be made via the immediate supervisor to the Executive/General Presbyter and the Personnel Committee.

**7.06 Jury Duty**

The presbytery will continue an employee at full pay during jury duty. The employee will retain the fees paid to him/her for jury duty.

**7.07 Wedding Leave**

An employee who has been with the presbytery for one year or longer, and who plans to continue in this employ after being married, may at the discretion of his/her supervisor and with the concurrence of the Executive/General Presbyter, be allowed three days leave with pay.

**7.08 Leave Without Pay**

Leave without pay may be granted to employees where normal privileges do not apply and where the circumstances do not call for a severance of the employment relationship, with the approval of the Personnel Committee, on recommendation by the General Presbyter.

**7.09 Holidays**

The Executive/General Presbyter shall annually establish a holiday schedule in conjunction with the staff. The number of holidays shall be nine (9).

When a holiday occurs during an employee's vacation or sick leave, the employee will be granted an offsetting day off.

**8.00 PERFORMANCE REVIEW AND EVALUATION**

In the discharge of its administrative responsibility for the total program of the church within its boundaries, the Presbytery of Yellowstone has instituted a procedure for performance reviews covering all staff employees, both exempt and non-exempt.

**8.01 Objectives**

While the primary purpose of a performance review and evaluation is to improve the effectiveness of personnel in the discharge of the responsibilities assigned to them, it is also important to note that such a procedure will help

clarify organizational relationships, job requirements, and program objectives through the two-way communication process.

The general responsibilities of the Personnel Committee in conducting performance review and evaluation procedures shall be, in consultation with the General Presbyter, to:

8.011 Establish and communicate organizational program objectives and individual work objectives.

8.012 Clarify and define individual responsibilities.

8.013 Develop competent personnel and help them to grow professionally.

8.014 Change policies and procedures as necessary to achieve increased effectiveness.

8.015 Seek to understand employee morale and attitudes out of concern for staff members as persons and in the interest of most effective organizational results.

8.016 Provide opportunity for each person to realize full potential through regular review and evaluation of performance.

8.02 Scope

8.021 Personnel To Be Reviewed

It is intended that the performance review and evaluation procedures will be applicable to all personnel employed by the presbytery.

8.022 Responsibility for Review

For the General Presbyter and other exempt staff, the review will be accomplished by the Personnel Committee acting as a committee of the whole. A report will be made to the Presbytery Council. The General Presbyter will conduct reviews of all exempt staff with the assistance of the personnel committee.

8.023 Review of Clerk and Treasurer

a. The Stated Clerk will be reviewed by the General Presbyter with the assistance of the Personnel Committee.

b. The Treasurer will be reviewed by the General Presbyter along with the moderator of the Budget and Finance Committee and with the assistance of the personnel committee.

8.024 Review of Executive/General Presbyter

The annual performance review and evaluation of the General Presbyter will be initiated and conducted by the Personnel Committee

on behalf of the council. The committee shall seek input from within the presbytery, synod and external agencies.

**8.025 Review of all other Staff**

All other staff will be reviewed by their immediate supervisor.

**8.03 Frequency**

A performance review and evaluation will be conducted each year for all presbytery employees in coordination with the budgeting cycle of the presbytery, except where greater frequency is indicated, such as:

- (1) New employees
- (2) Employees who have been promoted or changed to a new classification.
- (3) Employees whose previous reviews resulted in an unsatisfactory rating (problem situations).

**8.04/ Reports**

Two copies will be made: one for the staff person, one to be placed in the employee's official personnel file.

**8.05 Confidential Nature**

The information contained on the completed performance review and evaluation reports will be considered and treated as Restricted and Confidential. No one will have access to them except the Personnel Committee, the individual's supervisor, and the General Presbyter.

**9.00 SEPARATION POLICIES AND PROCEDURES**

**9.01 Policies**

It is the policy of the presbytery to give continuous employment to both its exempt and non-exempt personnel. However, conditions may arise that dictate the resignation or involuntary separation of an employee.

**9.011** When separation of staff other than discharge for cause is initiated by the presbytery, the presbytery should assist the person being separated in making an adjustment to the situation.

**9.012** All matters pertaining to terminations shall be made in writing to the Personnel Committee and to the moderator of the Presbytery Council and Stated Clerk. Copies of comments and recommendations and records of all proceedings shall also be provided to the person being separated.

**9.013** All separation practices of the presbytery will be compatible with the Form of Government and the Book of Discipline of the Presbyterian Church (U.S.A.).

**9.014** When a termination is involuntary on the part of the person being separated, that person will have the opportunity to be heard and to present evidence at every step of the termination proceedings. At the final stage of hearings in the presbytery the person being separated shall be informed of his/her right to appeal in accordance with the Book of Discipline.

**9.015** Separation practices in this presbytery will be free of discrimination because of race, color, gender, marital status, national origin, age or ordination status.

**9.016** The record of all proceedings regarding an involuntary separation shall be treated with strict confidentiality.

## **9.02 Procedures**

### **9.021 Resignations**

At least one month's notice is expected.

**9.0211** The General Presbyter submits his/her resignation to the Stated Clerk of the presbytery with a copy to the moderator of the Personnel Committee. The resignation cannot be considered final until acted upon by the presbytery. This requirement therefore requires a timely submission.

**9.0212** Other employees submit resignations to the General Presbyter with copy to the moderator of the Personnel Committee. These resignations are effective on a date set by the General Presbyter and reported to the Personnel Committee.

**9.0213** No severance pay is due upon resignation; however, all personnel will be paid the cash equivalent of their unused vacation at the effective date of separation.

**9.0214** In the case of separation a severance package may be negotiated.

## **9.03 Reduction of Force**

Separation because of discontinuance of programs or projects, retrenchment in budget, or other circumstances arising from no fault of the employee is at the discretion of the presbytery.

**9.031** In the case of elected (exempt) employees, notice of such separations will come from the presbytery via the General Presbyter. Three months notice or pay in lieu of notice will be granted to exempt staff

personnel. Should re-employment occur before the expiration of the notice period, salary payment will continue only until the actual date of re-employment.

9.032 In the case of non-exempt employees, notice of such separations will come from the General Presbyter after consultation with the Personnel Committee. When notice is given to non-exempt staff, severance allowance will be given in relation to the length of continued service with the presbyteries as follows:

<u>Years of Service</u>	<u>Weeks of Severance Allowance</u>
Less than 1	2
At least 1, but less than 4	4
At least 4, but less than 5	6
5 years and over	8, and a week's salary for each year over 5 years, to a maximum of 12 weeks

9.033 In addition to severance pay as prescribed above, all personnel will be paid the cash equivalent of their unused vacation at the effective date of separation.

9.04 Discharge for Unsatisfactory Performance

The Form of Government provides for separation of exempt staff after a comprehensive performance review and evaluation and upon a vote by secret ballot of the hiring body. The following procedures apply:

9.041 At the time of a regularly scheduled performance review and evaluation any employee whose performance is deemed unsatisfactory shall be advised in writing of the details of his/her unsatisfactory performance and how he/she might improve performance to a satisfactory level within a three (3) months probation period. This report shall be initiated by the supervisor or body conducting the evaluation and shall be forwarded to the General Presbyter and the moderator of the Personnel Committee with a copy placed in the employee's official personnel file. The General Presbyter, after consulting with the Personnel Committee, shall arrange a conference with the reporting supervisor or evaluating body and the staff person concerned, at which the report and reasons and supporting details should be discussed until a full understanding of the circumstances is given to the staff person concerned. The General Presbyter will report to the moderator of the Personnel Committee what was communicated to the staff person at the conference.

9.042 Three months after the conference regarding an unsatisfactory performance, a progress interview will be arranged by the General

Presbyter. The objective of this interview is agreement as to what the staff person must do within a specified period of time to make his/her performance satisfactory, and that separation will occur if the required improvement is not achieved. The General Presbyter will provide the staff person a letter, with copies to the moderator of the Personnel Committee and the employee's permanent file, setting forth what was agreed upon at the progress interview.

9.043 At the expiration of the period specified at the progress interview, the staff person may be discharged for continued unsatisfactory performance. In the case of elected staff, the recommendation for discharge must be initiated by the Personnel Committee and sent to the presbytery. The Personnel Committee shall consult the General Presbyter. Upon affirmative action by the presbytery discharge for unsatisfactory performance is affected. In the case of non-exempt staff personnel, the recommendation for discharge is initiated by the Executive/General Presbyter, and upon affirmative action by the Personnel Committee is final.

9.044 No severance pay is allowed; however, staff persons discharged for unsatisfactory performance will receive the cash equivalent of their unused earned vacation as of the effective date of separation.

9.05 Discharge or Suspension for Illegal, Unethical, or Immoral Conduct  
(See Specific Presbytery Policy on Sexual Misconduct)

## 10.00 PART-TIME EMPLOYEES

Part-time employees are those who are employed to work less than the full weekly schedule. Their hiring must be coordinated by the /General Presbyter and the Personnel Committee, and approved by the Presbytery Council.

### 10.01 Benefits

If part time employees are not temporary employees and are employed at least 20 hours a week, they are eligible for the following:

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

10.012 Jury duty pay (up to two weeks leave annually).

10.013 Salary increases.

10.014 Regular pay up to 40 hours, time-and-a-half over 40 hours in any work week for non-exempt employees.

**10.015 Vacation and sick pay in proportion to hours worked each week.**

**10.016 Workmen's Compensation if provided for by and in accordance with the law of the state.**

**10.017 Social Security participation.**

**10.018 Participation in the Presbyterian Church (U.S.A.) Benefits Plan to the extent permitted for part-time employees by the plan.**

**If a part-time employee is later placed on a full-time basis, prorated credited service will be given from the first day of his/her part-time employment for the purpose of sick leave, vacation, and other benefits.**

**11.00 TEMPORARY EMPLOYEES**

**Temporary employees may be employed at the initiative of the General Presbyter with the approval of the Personnel Committee.**

**Generally, temporary employees are employed for a period less than three months. They are not paid for holidays, sick leave, or other leaves, and do not earn vacation leave during their temporary employment. They are not eligible for the Benefits Plan or other health benefits entitlements. If temporary employees work more than the normal weekly work schedule, they will be paid at the regular rate for hours up to 40 per week, and time-and-a-half for hours above 40 hours in the case of non-exempt employees. If a temporary employee joins the regular staff, his/her temporary employment is not considered as credited service in computing entitlements to vacation and other benefits.**

**Approved by Yellowstone Presbytery Council 12/11/93**

**Approved by Yellowstone Presbytery 01/29/94, Miles City**

**Approved by Yellowstone Presbytery 03/02/2012, Bozeman**

**ADDENDUM –**

**CAMP PERSONNEL POLICY OF YELLOWSTONE PRESBYTERY CAMPS –**

**-TO BE ADDED-**