

# MOUNTAIN VIEW PRESBYTERIAN CHURCH

## PERSONNEL POLICY #1

*ESTABLISHED 2015*

These Administrative Policies cover all staff except term contract employees, who are governed by provisions of their contracts. All policies are intended to comply with Presbyterian Church USA, Federal, and Washington State rules, laws and standards.

### Personnel Committee

The purpose and responsibility of this committee is to:

- a. Recommend position descriptions for all staff.
- b. Review and recommend compensation packages for all staff.
- c. Recommend policies to the session.
- d. Encourage professional growth and development of all staff.
- e. Recommend to session ways to manage risk exposure.
- f. Implement a plan of equal employment opportunity.
- g. Act as support group to the pastor and other members of staff.
- h. Confer with the pastor on any personnel or issues of concern.

### Employment

- a. Mountain View is an equal opportunity employer and will recruit, hire, call, train, and promote all persons in all jobs classifications without regard to race; creed; color; national origin; gender; age; marital status; religious affiliation, except when after careful study religious affiliation is determined to be a bona fide occupational qualification; or physical, mental, or medical disability (including non sighted) unrelated to the ability to engage in job-related duties.
- b. The process of employment will include a position description; recruitment of applicants; follow the equal opportunity policy in considering applicants; all questions in the interview will be job-related; check of references; background check.
- c. Exempt and Non-Exempt Categories – The Fair Labor Standards Act requires that Non-exempt staff are paid at least minimum wage and overtime for hours in excess of 40 hours in a work week. Exempt employees are salaried and not paid overtime.
- d. The first three months of employment are considered probationary or trial period, giving the employer and employee an opportunity to evaluate interest and qualifications for the position under actual working conditions. At the conclusion of this probationary period either employer or employee may sever the relationship without prejudice.
- e. Employees will have access to all policies, rules, and performance standards for their position.
- f. Personnel Records will be kept confidential and accessible to the employee upon request.

### Benefits

- a. Social Security – All personnel are covered; the employee's share of tax is withheld from the wages of lay staff.
- b. Pension - Ordained staff are enrolled in the Presbyterian Pension and Benefits Plan.
- c. Health Insurance – Employees are responsible for their own insurance.

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- d. Workers compensation – All employees are covered under this law.
- e. Unemployment insurance – Employee's are covered under Washington's Unemployment insurance.
- f. Types of leaves are covered in the "Time Off Policy".
- g. Employees with work responsibilities at retreats will attend at no cost.

### Sexual Misconduct or Harassment

- a. Sexual misconduct or harassment is unacceptable behavior and will not be tolerated. All allegations will be taken seriously and investigated, and appropriate corrective or disciplinary action taken.
- b. Sexual harassment includes, but is not limited to, unwelcome and unsolicited sexual advances, requests for favors, tormenting based on gender, and other undesired verbal, visual or physical conduct of a sexual nature.

### Performance of Duties

- a. The Employee's supervisor will address unsatisfactory work or behavior. Oral feedback and discussion of steps to improve performance will be taken. Continued poor performance May result in termination when steps made to improve Work performance have been unsatisfactory.
- b. Termination of an employee is action of last resort when measures to improve performance have been ineffective or when the Employee's conduct is such as to preclude continued employment.
- c. Dismissal for cause will take place by written notice.
- d. Notice must be given prior to termination, except in the case of illegal, dishonest, or unethical conduct, in which case termination may be immediate. Such notice will be one month. Pay in lieu of this time may be given.
- e. Reasons for dismissal include, but are not limited to:
  - 1. Unsatisfactory performance
  - 2. Failure to follow directives
  - 3. Neglect in the use and care of property or funds
  - 4. Repeated unexcused absence and/or repeated absences or tardiness
  - 5. Illegal, dishonest, or unethical conduct

### Grievances

Any problems arising from employment or conditions of employment are to be directed to the person's immediate supervisor, and if not resolved, to the pastor as head of staff. If the concern is with the supervisor or the pastor then it should be taken to the chair of the personnel committee. In cases where the issue has not been resolved the employee may appeal to the personnel committee. If still not resolved, the employee may appeal to session in writing.

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## TIME OFF POLICY #2

*ESTABLISHED 1998/REVISED 2015*

This policy for vacation, holidays, sick, and other leave applies to all staff working a minimum of 24 hours a week. Any staff working less than a 40-hour workweek will receive these benefits at a pro-rated amount equivalent to the number of hours worked in a week. The formula for pro-rating any of these benefits is: (Hours in work week x 8 divided by 40 = pro-rated amount).

Special terms contained in the original calls of ordained staff, or contracts of professional staff members that may be contradictory to the terms contained herein, take precedence over this policy unless modified and or revised in part or in its entirety.

### Vacation

- a. A vacation with pay is provided for all permanent employees. Vacations are not cumulative and must be used within the calendar year, except when special provision has been made and approved.
- b. Full-time non-exempt employees are entitled to annual paid vacation according to the following schedule. Vacation entitlement will be pro-rated accordingly:
  - 1) Service from 0 - 2 years = 80 hours
  - 2) Service from 3 - 5 years = 120 hours
  - 3) Service from 6 - 10 years = 140 hours
  - 4) Service from 11 and over = 160 hours
- c. The Head of Staff or designee shall approve all vacation time off.

### Holiday

- a. There are ten (10) paid Holidays:  
January 1<sup>st</sup>  
Martin Luther King Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving  
Christmas
- b. Two (2) floating Holidays (subject to approval)
- c. Saturday holidays will be observed on Friday and Sunday holidays will be observed on Monday
- d. If a holiday falls within a vacation period, an extra day of vacation is granted.
- e. When a paid legal holiday falls on an employee's regularly scheduled day off work, the Employer shall provide holiday time accruals in an amount of time equal to the number of hours regularly worked.

### Sick Leave

- a. Permanent full-time employees accumulate 80 hours of sick leave per year, with unused days cumulative to 120 working days. Sick leave entitlement during the first year of employment will be pro-rated according to the length of employment.

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## Leave of Absence

- b. A leave of absence shall mean time off without pay or benefits. During this time no accrual of benefits is provided.
- c. All leave of absences shall have the approval of the Head of Staff and the session.

## Study Leave and Sabbaticals

Ordained pastors and professional staff members shall receive study leave and sabbaticals in accordance with their terms of call.

## Resignation and Termination's

- a. Any staff member resigning or terminating employment prior to the end of the year will receive any unused vacation time at the pro-rated amount equivalent to the date of resignation or termination in the calendar year.
- b. Accrued unused sick leave and study leave not taken prior to the resignation or termination will be forfeited.
- c. Any holiday time accrued and not taken prior to resignation or termination shall be compensated time at the regular rate of pay.

## Bereavement Leave

An employee may be given up to three days paid leave when there is a death in the employee's immediate family (spouse, child, mother, father, sister, brother, grandparent, grandchild, or other family member residing in the same household).

## Medical, Parental and Other Leave

These leaves and any other type leaves will be complied with in accordance with Federal and WA State law.

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## STAFF CLASSIFICATION POLICY #3

*ESTABLISHED 1998/REVISED 2015*

This policy applies to the classification of staff and the status of employment.

### Pastoral Staff

- a. Ordained ministers.
- b. Management exempt positions(s) receive benefits in accordance with the Time Off Policy.

### Professional Staff

- a. Creative Arts Director, Youth Ministry Director, Children's Ministry Director, and Musician.
- b. Exempt employees – paid a weekly salary and benefits in accordance with the Time Off Policy.

### General Staff

- a. Administrative Assistant, Nursery Supervisor, and Custodian.
- b. Non-exempt employees paid an hourly wage and benefits in accordance with the Time Off Policy.

### Preschool Staff

- a. Preschool Director, and Preschool Teachers.
- b. The Praise and Promise Preschool Board base employee's hours and pay on the number of registered students and as recommended by the committee. At least one member of the personnel committee will attend these meetings.

### Performance Review

- a. Each positions performance will be reviewed on an ongoing basis.
- b. Performance reviews will be the responsibility of the supervisor for staff assigned to them.

### Compensation Review

- a. The Personnel Committee for compensation will review staff positions annually.
- b. The Personnel Committee will make an annual report and recommendation regarding the compensation of staff to Session.
- c. Preschool staff compensation as noted in 4b.

### Job Descriptions

- a. A job description will be maintained for each position.
- b. Job descriptions will include Purpose, Responsibilities, Supervision and Compensation.

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## STAFF TIME ACCOUNTING POLICY #4

*ESTABLISHED 1998/REVISED 2015*

This policy applies to the accounting of compensation and leave time benefits for staff.

### Pay Periods

- a. Staff will be paid at the end of each month.
- b. Staff will report all the time sheet information to the Administrative Assistant for documentation by the last Friday of each month.

### Time Sheet

- a. Time sheets will document time worked, vacation, holidays, sick leave, leave without pay and study leave as applicable to each staff.
- b. The Administrative Assistant will maintain time sheet records.
- c. Time sheets will be signed off by the employee and approved by the Head of Staff or designee.
- d. Official time sheets will be available for review upon request.