

PRESBYTERY OF BOSTON
PERSONNEL POLICIES AND PROCEDURES

The Presbytery of Boston (hereafter the presbytery) of the Presbyterian Church (USA) is a community of faith called into being by God's grace in Jesus Christ, "... known by its convictions as well as by its actions." (Book of Order G-2.0100.) The Presbytery of Boston is a legal corporation under the laws of the Commonwealth of Massachusetts, and as a constituent part of the Presbyterian Church (U.S.A.) is certified tax-exempt under Section 501(c)(3) of the Internal Revenue Code. In accordance with the Church's Constitution (G-9.0104) the presbytery is an AA/EEO employer.

The Presbytery of Boston, a gathered community of the leadership of the church of Jesus Christ in the reformed tradition, furthers witness to Jesus Christ through mission and proclamation in the Boston area. It supports and serves the congregations, deacons, elders, clergy and professional church workers within its jurisdiction.

The work and mission of the presbytery are to be understood within the context of the Presbyterian Church (USA), as defined by the constitution of the church, and by those guidelines established by the presbytery.

The Presbytery of Boston confesses with the church of all ages that Jesus is Lord. In this confession, it affirms that Jesus is its hope, that it is bound by his authority, and that it lives in the lively, joyous reality of the grace of God.

Employment with the presbytery is by mutual consent of the employee and the presbytery and may be terminated at any time, for any reason with or without cause, by either the employee or the employer with appropriate notice.

No terms of these policies and procedures shall contradict the provisions of the constitution of the Presbyterian Church (USA). These policies and procedures are approved by the presbytery upon recommendation from the personnel committee.

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STAFFING PATTERN

The presbytery will, as needed, employ staff for governing body leadership as defined by the mission and ministry of the presbytery. The presbytery may employ individuals on a part-time, full-time, temporary, contract, or consultative basis.

EXEMPT STAFF

Exempt staff are elected personnel and are not eligible for overtime compensation.

NON-EXEMPT STAFF

Non-exempt staff are hired personnel and are eligible for overtime compensation. The first 90 days of employment of non-exempt staff shall be considered probationary. Continuation of employment beyond the probationary period is dependent on satisfactory completion of all work requirements and the approval of the general presbyter.

FULL-TIME, PART-TIME, AND TEMPORARY EMPLOYMENT

- a. Full-time employees are hired for 35-40 hours of work per week (exclusive of lunch period).
- b. Part-time employees are hired for 20-35 hours of work per week (exclusive of lunch period).
- c. A regular employee is a full-time or part-time employee who has completed the 90-day probationary period. A regular employee is entitled to benefits as described elsewhere in these policies and procedures. Continuation of employment is always dependent on satisfactory completion of all work requirements.
- d. Contract employees working fewer than 20 hours per week and temporary employees working fewer than 90 days are not eligible for benefits except as may be negotiated in their employment contracts.

CONSULTATIVE/CONTRACTUAL SERVICES

Consultative/contractual services may be used for special needs and special tasks within the presbytery. The specific tasks and financial requirements for such services will be reviewed and negotiated on a periodic base. All such arrangements will be made in writing and approved by the general presbyter or by the presbytery.

EMPLOYER

The legal corporate employer of presbytery staff is the Presbytery of Boston.

GENERAL PRESBYTER

The general presbyter is the chief administrator of the presbytery, accountable to the presbytery through its personnel committee, functioning in accordance with the bylaws and standing rules of the presbytery and under the terms of the approved position description. The general presbyter is responsible for all staff assignments. Assignments may be made in consultation with the employee in concert with the need of the presbytery and the expertise of the employee.

GENERAL POLICIES

PERSONNEL COMMITTEE

The makeup of the personnel committee is defined in the bylaws of the presbytery. The presbytery determines personnel policies based upon recommendation of the personnel committee. The personnel committee is responsible to the presbytery for implementation and application of these policies with all staff.

The general presbyter is responsible for overseeing the implementation of the personnel policies on behalf of the presbytery. All staff will consult with the general presbyter or his/her designee regarding all matters contained in these policies and procedures.

NEPOTISM

Care is to be exercised in the employment and assignment of individuals who are relatives of people in the presbytery's employ. Such individuals should not be automatically denied employment. Individuals shall not be hired by or through undue influence or involvement of relatives, and they shall not be assigned to a position where a relative is in a position to unduly influence an employee's salary, promotion, or other aspects of the personnel policies. It is the obligation of an employee's or potential employee's relative to recuse him/herself as necessary to honor this policy provision.

For the purposes of these personnel policies and procedures, a relative is defined as an employee's spouse or domestic partner, the employee's adult child, parent, grandparent, sibling, aunt, uncle, cousin, or person for whom the employee has legal guardianship.

SEXUAL HARASSMENT

The presbytery's Sexual Misconduct Policy will apply to and is to be signed by all employees.

CONFLICT OF INTEREST

No employee is permitted to accept any gift, gratuity, grant service, or any special favor from any person or persons, or businesses which provide or receive goods and services, or which seek to provide or receive goods and services to or from the presbytery. However, minor courtesies such as luncheons, dinners, or similar arrangements in connection with business discussions or activities may be received,

An employee will abstain from participating in any decision in which the interests of the presbytery are in conflict with his or her personal interests.

All employees must avoid even the appearance of conflict of interest, special interest, or any other inappropriate conduct. If any employee discovers that he or she may be in a position of conflict of interest, that conflict of interest must be reported to his or her supervisor immediately.

COMPENSATORY TIME

No exempt staff is entitled to compensatory compensation or time, but is expected to take two days off weekly. When their work involves weekend commitments, it is understood that they may take time off during a subsequent week. Travel time to and from meetings away from the office, including air travel, is considered part of a workweek.

All non-exempt employees who work in excess of 40 hours a week will be paid overtime wages at the rate of 1.5 times their regular hourly rate, to be paid within the pay period in which it was earned. A part-time non-exempt employee will be compensated at his or her regular hourly rate

for hours worked beyond his or her regular work week. A part-time, non-exempt employee may request compensatory time instead of compensatory pay prior to the granting of the compensatory time. The compensatory time must be taken within the pay period in which it was earned. If this is not possible, overtime pay will be paid instead.

Overtime work by a non-exempt employee must be authorized in advance by the immediate supervisor and/or the general presbyter. Compensatory pay or time are not accumulative.

STAFF SEARCH PROCESS

The general presbyter position is filled by action of the presbytery which shall elect a special search committee and a chairperson for the committee. The presbytery shall elect the general presbyter upon nomination of the search committee.

When vacancies occur in other exempt positions, the personnel committee ordinarily initiates the search procedure. The personnel committee may choose to be the search committee or request the presbytery to elect a special search committee. Representatives of the personnel committee and other representatives from the presbytery, as deemed necessary for the search process, will form such special search committees.

When the search committee has reached a decision, it shall submit its nomination to the presbytery for election.

Members of the staff who have financial responsibilities related to the presbytery corporation will be chosen in consultation and cooperation with the Board of Trustees. The trustees will have at least one member on such search committees. Terms of employment and remuneration for these positions will be done in consultation between the trustees and the personnel committee.

The general presbyter, in keeping with the hiring practices of the presbytery, will approve hiring to fill non-exempt staff positions that are vacant.

ACCOUNTABLE REIMBURSEMENT POLICY FOR EXPENSES

Presbytery staff shall be reimbursed for work related expenses incurred if the following conditions are met:

- a. The expenses are reasonable and do not exceed budgeted amounts;
- b. The amount, date, place, and purpose of the expenses are documented by completing an expense voucher;
- c. An accounting of expenses is provided no more than 60 days after the expenses are incurred;
- d. The immediate supervisor and/or the general presbyter approve the expense voucher;
- e. Reimbursable work-related expenses include the following:
 - (1) Mileage at the current IRS rate; airfare or other transportation necessary for getting to and from the location;
 - (2) Housing accommodations, meals, or other related expenses.

ADMINISTRATIVE LEAVE WITH PAY

Employees placed on administrative leave with pay shall cease to function as an employee of the presbytery during the term of leave, including but not limited to: use of title, office space, support staff, letterhead, voicemail, electronic mail service, and parking.

RELOCATION EXPENSE

Whenever an exempt employee, whether by new employment or by transfer, is required to move his/her place of residence in order to carry out the duties of his/her position, the presbytery will pay for the cost of packing, crating, moving, temporary storage, and insuring the employee's household goods and personal effects not in excess of 12,000 pounds.

Transportation expenses for the employee and family will be paid to the new location by air (coach fare), rail, or automobile, or some reasonable combination thereof. In the event that travel is by automobile, reimbursement shall be made at the rate currently being paid by the presbytery for work-related travel, and shall cover one automobile with mileage computed by the most direct route.

House-hunting expenses will be paid to the transfer site for the employee and spouse for one round trip covering a period not to exceed seven days (including travel, lodging, and meals). In unusual circumstances, the general presbyter or personnel committee may make additional time available.

Until the employee is established in his/her new residence, actual and reasonable living expenses of the employee at the new location will be paid, but not to exceed in the aggregate a sum equal to 2/3 of one month's salary.

PERSONAL LOANS

Personal loans for other than second mortgages needed for relocation assistance are not available to employees.

ELECTRONIC COMMUNICATION

Electronic communication systems, including email, Internet access, voice mail, facsimile, and all information transmitted by, received through, or stored in the presbytery systems, are the property of the presbytery, and as such are to be used solely for job-related purposes.

- a. All messages composed, sent, or received through electronic communications are and remain the property of the presbytery. They are not the property of the employee.
- b. Employees are not to copy licensed computer software.
- c. Employees will refrain from using email and the Internet for personal use and should not consider their electronic communications private.
- d. The presbytery reserves the rights to review, audit, intercept, access, and disclose all messages created, received, or sent via electronic or other communications means.

HOUSING ALLOWANCE (CLERGY)

The Internal Revenue Service code provides that a minister can exclude from gross income for income tax purposes any housing allowance paid as part of his/her compensation to the extent that he/she uses it for renting or providing a home. It is the responsibility of the employee to determine annually the fair rental value of his/her housing for Internal Revenue Service purposes and to report the amount to the personnel committee for inclusion in the presbytery minutes. Clergy employed by the presbytery are entitled to receive part or all of their compensation as housing allowance.

HONORARIUMS

Honorariums received for services that are considered part of an employee's regular duties shall

be returned to the presbytery to reimburse that employee's travel account.

PERFORMANCE REVIEW

An annual performance review and evaluation will be conducted for all staff in accordance with guidelines established by the personnel committee.

GRIEVANCE PROCESS

For the purpose of this policy, a complaint or grievance is an alleged violation of an approved personnel policy or practice, of implementation of discipline, or of an applicable state or federal law not adequately dealt with in these policies or practices. In order to deal promptly and fairly with all complaints or grievances, the following steps are to be taken.

- a. Preliminary Grievance Procedure. Prior to filing a formal written grievance, several preliminary steps are to be taken:
 1. The complaining party must first discuss his/her problem with his/her immediate supervisor.
 2. If not satisfied with the supervisor's action, the complaining party is to approach the general presbyter who will seek to resolve the issue in consultation with all parties involved. If the grievance is with the general presbyter, the chairperson of the personnel committee should be contacted.
- b. Formal Grievance Procedure. If informal efforts to resolve a grievance have failed, a formal grievance may be filed by submitting a written statement to the chairperson of the personnel committee, with a copy to the general presbyter and the employee's supervisor. Formal grievances must be filed within 60 days after the completion of the preliminary grievance procedure.
 1. The chairperson of the personnel committee, after acknowledging receipt of the complaint, will in consultation with the personnel committee, determine the next steps to be taken to address the grievance.
 2. If the complainant is dissatisfied with the decision of the personnel committee, he/she may file an appeal in writing to the presbytery moderator within 15 days. The presbytery shall make the final determination. The presbytery shall supply all parties concerned with its decision in writing.
- c. Right of Advocacy. The complaining party may arrange to have an advocate with him/her at all steps in the formal process.
- d. Written Records. A written record of all decisions arrived at in all meetings shall be kept. Letters of decisions from the personnel committee or the presbytery shall contain provision for the complaining party to indicate his/her acceptance or rejection of the decision. Copies of the written records shall be placed in the employee's confidential personnel file.

STAFF BENEFITS

HOLIDAYS

The presbytery observes the following holidays. Saturday holidays will be observed on Friday and Sunday holidays will be observed on Monday. If a holiday falls within a vacation period, an extra day of vacation is granted.

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Good Friday
- Patriots Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day

VACATION

Vacation with pay is provided for all regular employees for refreshment, relaxation, health, and work effectiveness. Vacations are not cumulative and must be used within the employment year, except when special provision has been made by the personnel committee through the general presbyter.

In the first year of employment, and in the year of termination of employment, vacation will be prorated based on the percentage of the year worked.

Earned vacation begins on the first day of employment. Ordinarily, no earned vacation may be taken in the first 90 days of employment. During the remainder of the calendar year in which an employee begins work, available vacation time will be determined on a prorated basis. Following an employee's first 90 days of employment and the beginning of the next calendar year following his/her employment date, whichever occurs latest, annual vacation shall be granted as follows:

- a. Exempt. Full-time exempt staff earn 30 days of annual paid vacation. Part-time exempt staff will earn a prorated portion of 30 days of annual paid vacation.
- b. Non-Exempt. Full-time non-exempt employees earn annual paid vacation according to the following schedule:

Service from 1 to 5 years.....	15 working days
Service from 6 to 10 years.....	20 working days
Service from 11 years and over	22 working days
- c. Part-time, non-exempt employees who work more than 20 hours per week earn vacation days on a prorated basis.

The minimum increment of eligible vacation time to be taken is one-half day. It is expected that vacation will be taken at a time convenient to the work of the presbytery and the employee. Family commitments may call for unique scheduling, and every effort will be made to make necessary adjustments. Ordinarily, the dates of vacation must be approved at least one month in advance by the supervisor(s) and the general presbyter.

SICK LEAVE

Regular, full-time, non-exempt employees accumulate 10 working days sick leave per year, with unused days cumulative to 120 working days. Sick leave entitlement during the first year of employment will be prorated according to the length of employment. Absences that occur after the allowed 10 working days sick leave shall be without pay.

Exempt employees will follow the same formula, except that they are granted 90 days sick leave at the beginning of their employment.

The maximum accumulation of 120 days of sick leave applies to all employees. Sick days may be used for personal injury or illness or for illness or injury to relatives, as defined in the section titled Nepotism. At time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay-in-lieu of unused sick leave. When sick leave can be anticipated, advance notification should be given.

Regular, part-time, non-exempt employees accumulate 7 working days sick leave per year.

FULL-TIME EMPLOYEE BENEFITS

All employees of the Presbytery are entitled to the following benefits:

- a. Holiday pay. If the holiday falls on a regularly scheduled working day, payment is for the number of hours normally worked that day.
- b. Jury duty pay.
- c. Salary increases.
- d. Vacation, sick pay, and benefits as described in these policies and procedures.
- e. Workers' compensation.
- f. Social Security participation. The presbytery shall pay its share, and will withhold the employee's share, of all payroll taxes. Clergy employed by the presbytery have the choice of having payroll taxes withheld or paying self-employment taxes. In the latter case, the presbytery shall pay the equivalent of its employer share of payroll taxes (also known as "FICA offset") directly to the employee.

PART-TIME EMPLOYEE BENEFITS

Part-time employees are those who are employed to work at least 20 hours per week but less than 35 hours per week. If they are not temporary, and are employed at least 20 hours per week, they are eligible for the following:

- a. Holiday pay. If the holiday falls on a regularly scheduled working day, payment is for the number of hours normally worked that day.
- b. Jury duty pay.
- c. Salary increases.
- d. Vacation, sick pay, and benefits in proportion to hours worked each week and as described in these policies and procedures.
- e. Workers' compensation.

- f. Social Security participation. The presbytery shall pay its share, and will withhold the employee's share, of all payroll taxes. Clergy employed by the presbytery have the choice of having payroll taxes withheld or paying self-employment taxes. In the latter case, the presbytery shall pay the equivalent of its employer share of payroll taxes (also known as "FICA offset") directly to the employee.

Employees who work less than 20 hours per week are considered contract employees and applicable benefits shall be described in the employment contract. Such benefits shall be proportional with benefits provided to full-time and part-time employees.

If a part-time employee is later placed on full-time status, prorated service credit for sick leave will be given from the first day of his/her part-time employment.

PERSONAL DAYS

With the permission of the general presbyter, following one year of employment, an employee may take three personal days of leave per year, non-accumulative. Such days shall ordinarily be scheduled with at least three days advance notice in consultation with the general presbyter.

When an employee has used three personal days per year, he/she may take additional personal days by: (1) working additional hours to make up time used; or (2) charge the additional time against allowed earned vacation time. Any such arrangements require the approval of the general presbyter.

PAID STUDY LEAVE

All continuing education is to strengthen the staff person and to develop new skills for more effective and efficient work in the presbytery.

- a. Exempt Staff: Up to two weeks annual continuing education (accumulative to six weeks) with pay may be granted with the following guidelines:
 - 1. Continuing education is a privilege, not a right, and shall be granted on the basis of two weeks per year.
 - 2. Application ordinarily shall be made to the general presbyter no less than 60 days before continuing education begins, using the continuing education application form.
 - (a) Plans for the continuing education shall accompany the application.
 - (b) A written follow-up report will be made to the general presbyter.
 - 3. A stipend for approved continuing education shall be provided.
 - 4. When prior written request is made for a continuing education program, both time and stipend may be carried over or accumulated up to 6 weeks with the approval of the general presbyter.
 - 5. Continuing education not taken within each twelve-month period, and for which a plan of accumulation has not been indicated, will be lost.
- b. Non-Exempt Staff: When it can be demonstrated to be for the good of the presbytery as well as the non-exempt staff person's professional development, the general presbyter, in consultation with the immediate supervisor, may approve application for continuing education for non-exempt staff with the following guidelines:
 - 1. Continuing education shall be granted for a total of up to two weeks annually.
 - 2. A stipend for approved continuing education shall be provided.
 - 3. A request for continuing education is made by submitting a continuing education application form to the general presbyter for approval.
 - 4. Unused continuing education time and stipend may not be accumulated.

LEAVE OF ABSENCE WITH PAY

The presbytery provides leave of absence with pay or partial pay under the following circumstances, with the approval of the general presbyter:

- a. Regular training period of the U.S. Armed Forces (maximum of two weeks). Since most such service includes military pay, the pay liability of the presbytery will be to make up the difference, if any, between the employment salary and the military salary.
- b. Jury duty. Jury pay is to be returned to the employer.
- c. Marriage of an employee (up to 3 days) who has been with the presbytery for one year or longer.
- d. Voting.
- e. Inclement weather: In the event of inclement weather conditions such as but not limited to, snow and ice, the general presbyter shall decide on the opening/closure schedule of the presbytery office. In the event of the absence of the general presbyter, a designated member of the staff management team will consult with other members of the team regarding this decision.

LEAVE OF ABSENCE WITHOUT PAY

Leave of absence without pay is provided under the following conditions, with the approval of the general presbyter.

- a. Medical leave of absence without pay is provided typically for injuries due to auto accident, surgery and recovery, pregnancy or maternity, miscarriage or miscarriage by spouse, or serious illness. Such leave is subject to approval of the general presbyter in consultation with the personnel committee. Medical leaves of absence are ordinarily extended to employees who have completed one-year continuous service.
- b. Maternity or paternity leave follow the same provisions as medical leave. Following the birth of a child, maternity or paternity leave is provided for a period up to 8 weeks. Paternity leave must begin within 60 days of the birth of a child or of a miscarriage.
- c. Extended military service leave follows the same provisions as medical leave. Upon return from active military duty, every effort will be made to place the employee in a position with like seniority, status, and salary.
- d. An unpaid leave of absence may be given for other reasons that are determined adequate by the general presbyter and the personnel committee.

EXTENDED STUDY LEAVE FOR EXEMPT STAFF

To enable exempt employees to engage in focused study of subjects that will contribute to the work of the presbytery and to their own technical or professional development, an extended study leave with pay may be granted with the following guidelines:

- a. The employee must have completed five years of continuous service with the presbytery.
- b. At least five years must have elapsed since any previous extended study leave, and at least one year since any previous two-week study leave.
- c. A detailed written plan of study with clearly identified goals and expected end-products must be approved by the general presbyter and by the personnel committee far enough in advance that budget and staffing needs can be met.

- d. The length of the extended study leave may be up to three months or, done in conjunction with earned vacation, may be up to a maximum of four months. An extended study leave may not be combined with annual two-week study leaves since an employee is not eligible for both types of leave in the same year.
- e. Ongoing work entailed in a particular position and total presbytery functions will be primary factors in considering the granting of extended study leave.
- f. An extended study leave shall not be granted for a period of time falling within the last year of the individual's employment with the presbytery, and will not be granted as part of the severance conditions when a staff member leaves the employ of the presbytery.
- g. Costs of the extended study leave, in addition to salary continuation, will not exceed that individual's accumulated study leave allowance plus costs for travel, room and board.

PENSION AND MEDICAL BENEFITS

Pension and medical plans are provided by the Board of Pensions of the Presbyterian Church (USA) and include provisions for retirement pensions, major medical benefits, disability income, death benefits, and optional coverage for dental benefits and retirement savings. The terms of the plan are contained in a handbook, *The Terms of The Benefits Plan of the Presbyterian Church (USA)*.

The Affiliated Plan as provided by the Board of Pensions forms the baseline for pension and medical benefits for Presbytery employees working at least 20 hours per week. In some cases a mutually acceptable Alternate Pension and Benefits Plan may be substituted. The same benefits will be offered to all employee categories: clergy, exempt, and non-exempt, full-time and part-time, for all employees or staff working at least 20 hours per week.

- a. The Board of Pensions Affiliated Plan provides retirement pensions, major medical benefits, disability income, death benefits. Medical coverage may be waived by employees. The plan offers optional coverage for dental benefits and retirement savings which may be selected by the employee at employee's expense or in compensation for waived benefits.
- b. Alternate Pension and Benefits Plan: If enrollment in the Board of Pensions Affiliated Plan is not desirable for good cause, a mutually acceptable Alternate Pension and Benefits Plan may be selected. The cost of the Alternate Plan shall be paid by the Presbytery, up to an amount equivalent to the Affiliated Plan.
- c. Part-time employees in all categories who work less than 20 hours per week will be provided a retirement annuity payment that is commensurate with what the Board of Pensions plan offers for other employees. This benefit shall be stipulated in the employment contract with such employees.
- d. Information regarding status and eligibility of lay employees, exempt and non-exempt, for participation in the Board of Pensions Plan, will be provided to applicants during their interviews, prior to employment.

TERMINATION POLICY

PRINCIPLES

All conditions for separation shall be compatible with the provisions of the law of the Commonwealth of Massachusetts and the constitution the Presbyterian Church (USA).

VOLUNTARY RESIGNATION

Voluntary choice of separation, freely made by the employee (resignation), may take place after two weeks written notice to the general presbyter with copies to the personnel committee and the moderator of the presbytery. When the general presbyter resigns, the written notice shall be sent to the personnel committee with copies to the moderator and stated clerk of the presbytery. Staff will be paid the cash equivalent to their unused earned vacation at the official date of separation. No severance allowance will be provided.

REDUCTION OF FORCE

Separation because of the discontinuation of a project or reduction in budget, or for other circumstances arising out of no fault of the employee, is at the discretion of the presbytery. Written notice of such separation will come from the presbytery moderator after consultation with the personnel committee. Appropriate notice will be given to the staff member as early as possible to allow the affected member to relocate or to have opportunity to seek employment elsewhere.

SEVERANCE PAY

When a separation by reduction of force occurs and when appropriate notice is given, if the affected staff person continues employment until such time of the effective date of the separation, severance pay shall be paid according to the severance allowance schedule. If the employee voluntarily terminates employment prior to the effective date, severance pay will be at the discretion of the personnel committee.

YEARS OF SERVICE WITH THE PRESBYTERY	SEVERANCE ALLOWANCE
Less than 1	2 weeks
1 but less than 4	4 weeks
4 but less than 5	6 weeks
5 years	8 weeks
Over 5 years	8 weeks plus one week for each year over 5 years to maximum 12 weeks

SUSPENSION

If unacceptable behavior (e.g., insubordination, harassment of other employees, apparent involvement in dishonest or unethical acts, etc.) requires absence from the work place, the supervisor of that employee may suspend the employee with pay, in accordance with presbytery procedure, pending verification and evaluation of the circumstances. Suspension occurs following consultation with the person involved by his/her immediate supervisor. Suspension requires the concurrence of the general presbyter, chairperson of personnel committee, and moderator of the presbytery. Notice of the reason for the suspension must be given to the employee in writing.

Following the suspension, the investigation of the facts that led to the suspension and all subsequent actions shall meet the standards for due process set forth in the *Book of Order*.

SEPARATION FOR CAUSE

Separation for cause shall include, but not be limited to:

- a. Unsatisfactory performance;

- b. Neglect in the care and use of presbytery property/funds;
- c. Unexcused absence and/or repeated tardiness;
- d. Any other just cause.

The personnel committee will inform the person that he/she is not performing in a satisfactory way. Methods and action plans shall be developed in order to help the individual improve performance. A letter shall be written to the person, with a copy to the general presbyter, indicating what was communicated during the meeting with the personnel committee. If performance does not improve following appropriate review, the employee's employment may be terminated.

Presbytery of Boston
Personnel Policies and Procedures
Approved: April 28, 2005

Appendix A:

Compensation Policy for the Positions of General Presbyter and Stated Clerk

Approved by the Presbytery of Boston on July 24, 2006

Issue one – General Principles

On what principle(s) is the compensation for the General Presbyter (GP) and Stated Clerk (SC) positions to be determined?

A. We believe that both of these positions call for highly skilled and knowledgeable professional people, and, while neither of these positions requires someone to be an ordained minister of Word and Sacrament, the level of professional skill is comparable to what we expect of experienced, ordained ministers.

B. In principle, we do not believe that either of these positions should *necessarily* be compensated at a higher level than the other – which is to say, we acknowledge that the GP and SC positions, while fundamentally different in nature, are not necessarily to be seen hierarchically as one being of greater “importance” to the Presbytery than the other. While the presbytery votes for the SC as an officer, the presbytery also votes for the GP as its administrator. Each serves at the will of the presbytery, and each is expected to work both independently and collegially for the well-being of the whole presbytery.

C. Again, in principle, given the level of professional competence expected, we believe that the stated clerk and general presbyter positions should be subject to the presbytery’s compensation policy, but ought to be funded at no less than the median effective salary (salary + housing) level of our full-time installed pastors. Benefits other than “effective salary” (such as: medical insurance, retirement pension, and other reimbursable expenses such as study leave time, sabbatical, professional expenses, travel allowance, etc.) need to be negotiated on the basis of what is best for the particular individuals holding these positions AND what is best for the presbytery. However, the operative philosophical presumption is that *full benefits* will be paid for both positions.

As currently defined for *compensation* purposes, the general presbyter position is regarded as 2/3 time and the SC position is currently defined as 1/2 time.

We regard the *hours of work* expected for the people holding these two positions to be comparable with what we expect of our ministers of the Word and Sacrament as established by the committee on ministry. Time can be factored either on the bases of units of work or in terms of hours per week.

We readily acknowledge that the *reality* of what may be possible with respect to actual compensation may be different from these principles. Be that as it may, we recommend this as an appropriate rationale to establish a starting figure for the compensation level of these two positions.

(continued)

Issue Two – Raises

Our recommendation is that the committee on ministry-recommended and presbytery-approved increases for pastors would normally be applied to the general presbyter and stated clerk positions.

Issue Three – Performance Reviews

The personnel committee of Council is the arm of the presbytery charged with the responsibility to conduct annual performance reviews and may make recommendations concerning compensation for both positions to the stewardship and budget committee.