

# PERSONNEL POLICIES

## FIRST PRESBYTERIAN CHURCH of CEDAR FALLS, IOWA

### (FPC-CF)

**SESSION AUTHORITY** Personnel policies are adopted by the session and may be changed at any time or may be revoked without notice. The session is a council (governing body) of the Presbyterian Church (U.S.A.) described in the Book of Order. It is intended that these policies are consistent with applicable state law which will prevail. The session shall appoint a personnel committee to assist in the administration of these policies.

**MANAGEMENT RESPONSIBILITY** The pastor and head of staff as called by the congregation and installed by presbytery, is the delegate of the session for management of the church, is the head of staff and ex-officio of the personnel committee.

**CHILD PROTECTION POLICY** FPC-CF is committed to providing a safe and nurturing environment for our children and youth. This policy and operations, as approved by session, is found in its entirety under *SAFE MINISTRY* of this manual. (Cross Reference Safe Ministry)

**SEXUAL MISCONDUCT POLICY AND PROCEDURES** It is the policy of First Presbyterian Church of Cedar Falls Iowa that it is never permissible or acceptable for leaders or members in this church to engage in sexual misconduct. This includes teaching elders, ruling elders, deacons, other officers, employees and volunteers. This separate policy, as approved by session, is found under *SAFE MINISTRY* of this manual. (Cross Reference Safe Ministry)

**EQUAL OPPORTUNITY and ACCOMMODATION** *Private, non-government employers of less than 50 persons are exempt from requirements under section 709(c) of Title VII of the Civil Rights Act of 1964, generally referred to as Equal Employment Opportunity. The session, though not required, voluntarily adopts the principle that employment shall be based on qualifications alone.*

All positions shall be open to all applicants who possess the knowledge, skills, and abilities established for the position. No one shall be chosen for any reason other than being the most qualified from among interested applicants. FPC-CF does not discriminate by any of the following: race, color, religion (beliefs or affiliations), sex, pregnancy, sexual orientation, gender identity, national origin, age, disability (mental or physical), genetic information (including family medical history), political affiliations, veteran status, or history of retaliation for protected activity (ex. whistleblowing, filing a complaint or aiding another individual in filing a complaint).

Efforts will be made to reasonably accommodate persons identified as having disabilities if otherwise qualified.

The Equal Opportunity and Accommodation Policy of Session shall be followed in consideration of the applicants for interviews and employment and is available by request.

All position notices advertised shall include that the First Presbyterian Church of Cedar Falls, Iowa, welcomes applications from all persons to be considered on equal opportunity basis.

Application materials and interviews shall be designed to avoid bias in selection of the successful applicant. Information requested shall not include references exposing information deemed discriminatory as defined above in this policy. Also, given that having a criminal record can have a disproportionate impact favoring some racial groups over others, the initial application and interviews will not include questions about criminal record.

Once the most qualified applicant from among interested applicants is found, a conditional offer is given, with the understanding that the offer is contingent on the outcome of references, background check for felony convictions, including sexual misconduct and child abuse. The applicant will be given opportunity to submit additional references or provide evidence to correct or respond to any harmful information obtained.

## **EMPLOYMENT**

### **HIRING**

#### **Session Responsibilities:**

1. Approve a new or revised written position description developed by the pastor, personnel committee and appropriate ministry team(s) (or pastor nominating committee depending upon the position to be filled).
2. Open a job position and notify the personnel committee to convene a hiring committee. The hiring committee includes representation from the personnel committee, ministry team membership and others as appropriate to the position.
3. Session shall approve open positions, position descriptions, and compensation.
4. Session, as a council of PC(USA), agrees to include the following statement on all church wide and public publications for employment advertisement, including local bulletin boards and distribution to church units: *“The Presbyterian Church (USA) is an equal opportunity employer. In addition, the church has a strong policy opposing sexual misconduct, including harassment or abuse of adults and children. References and records will be checked during the employment process once a conditional offer is made.”* (Reference FPC-CF Sexual Misconduct Policy & Procedures, September 2021 and Child Protection Policy 2014.)

## **CALLING A PASTOR AND OTHER ORDAINED STAFF**

A pastor nominating committee is appointed by the congregation to select a candidate for pastor. Pastor nominating committees are directed by the commission on ministry of the presbytery. Pastors are members of presbytery.

Associate pastors and other ordained staff are selected by the pastor and appointed hiring team with the approval of session and presbytery.

Specific processes and procedures for hiring salaried, hourly, occasional and volunteer staff are found as a separate tab in the church Operations Manual.

## **POSITION DESCRIPTION**

Each position regardless of compensation category will have a job description. Position descriptions define the position for advertising, hiring and provides the framework for the work plan of the staff during employment.

Position descriptions contain information describing:

1. Title of the position
2. Purpose: A statement that describes the primary intention of the position.
3. Accountability – Specifies to whom the position is responsible.
4. Qualifications - Knowledge, skills, abilities and/or experience necessary to undertake the work involved in the position.
5. Responsibilities – Includes primary duties and activities that pertain to the position.
6. Relationships -Details the connection and cooperation expected between the individual, other staff and specific committees as specific to the job.
7. Compensation: Category of compensation, and amount.
8. Other details as needed: expected hours, specific months of year worked, flexibility of time worked such as: office time, community time, ability to work from home.

## **PROBATIONARY PERIOD**

The first three months of work constitute a probationary period. The purpose of the probationary period is to develop and maintain a continuing successful work performance and relationships.

At any time, but not later than the end of two months, there shall be an evaluation by the Pastor and Head of Staff or designee to discuss the employee's progress, performance and any corrective action needed to successfully complete the probationary period. The probationary period may be extended for a specified time to allow for the completion of a written corrective action plan. Termination may be at any time based on the decision of the Pastor and Head of Staff in consultation with the Session. No reason is required for termination.

## **ANNUAL POSITION REVIEW AND WORK PLANNING PROCESS**

All staff regardless of the category of compensation shall participate in the annual position review and work planning process. The work plan is based on the position description and priorities of the session, and changes as needed. The extent of the work plan will vary by the position held.

The annual review is held in person and is a discussion between the staff currently filling the position and the key church leadership who have need for the services or work provided by the staff having the position. The review celebrates the accomplishments and experiences of the past year, identifies areas for improvement, embraces what worked and makes changes in the plan of work and position description as needed. The review also provides opportunity to seek recommendations from staff for improvements and supports to help them in their work.

The work plan success relies on feedback and planning at regular staff meetings or interactions with church leadership or staff supervisor. Regular meetings are intended to consider growth and development of all participants and consider how best to share their collective knowledge and competencies, recognizing that group or team members are dependent on each other to accomplish their work and adapt as needed.

Following the review the staff and review participants receive a copy of the revised work plan, any changes made to the position description and a summary of the conclusions reached during the review. Session receives a report of the conclusions and any updates in the position description.

## **COMPENSATION**

Compensation for staff members including ordained staff (Terms of Call) and non-ordained staff is reviewed annually and determined by the session. For ordained staff, consideration is given to information developed by the Presbytery Commission on Ministry. Compensation is determined individually for each staff member considering the nature of the work, the responsibilities involved, and the needs and desires of the person. Accordingly, compensation will vary depending upon many factors and are not uniform or directly comparable.

Compensation for service is not entirely in monetary terms. Other compensation includes flexible work schedules, planned absences to meet personal or family needs, time away for study and reflection, vacations, and the ability to creatively participate in determining one's own personal development plan. In addition, compensation includes federal or state mandated programs, such as social security as applicable.

**PENSION AND SOCIAL SECURITY:** All installed pastoral staff, in addition to other benefits described in the Terms of Call, must participate in the benefits plan of the Presbyterian Church U.S.A. (PCUSA) including pension, medical coverage, and disability plans. All benefit plans are provided through the PCUSA Board of Pensions (BOP).

At the discretion of the Session, other salaried staff may participate in specified benefit plans of the BOP. At the discretion of the Session, salaried staff may establish a tax-exempt pension contribution plan under section 403B of the Internal Revenue Code.

The Personnel Committee is responsible for completing the Employment Agreement with PCUSA - BOP prior to the annual open enrollment date for benefit election in the upcoming year. The selections made in this agreement determine the elections available for each individual staff to choose during their annual benefit selection enrollment period. Staff may opt to contribute the dues for any benefits offered by the BOP, but not contributed by the Church, as negotiated with the Personnel Committee. All dues for additional benefits not compensated by the Church will be deducted from the staff member's paycheck each period.

All staff exceeding minimum eligible salary amounts shall participate in either the Federal Insurance Contributions Act (FICA) or the Self-Employed Contributions Act (SECA). If required, the affected staff member's share of the contribution is withheld and deposited to their Social Security Administration account.

## **COMPENSATION CATEGORIES**

**Salaried Staff** – persons who are working greater than or equal to 20 hours per week and having an annual monetary compensation amount.

**Hourly Staff** - persons who receive monetary compensation calculated on a rate per hour worked.

**Occasional Staff** - persons who receive monetary compensation calculated on the number of instances of the specific service provided.

**Volunteer Staff** – persons who receive no monetary compensation but are officially designated to fulfil the requirements of a specific position description.

## **WORK SCHEDULES AND ABSENCES**

Work schedules and similar arrangements for the planning and management of the ministry and programs of the church are determined for each staff member with the guidance and approval of the pastor and head of staff. There are times when short term illness, appointments, family issues, civic duties, or other short absences are needed away from work. Flexibility is essential as special needs and circumstances may present themselves in addition to predictable weekly, monthly, and annual events. Accordingly, staff members are to be available when needed and prepared for disruptions to planned schedules. Because of the interdependent relationship between staff, communication and coordination regarding availability is essential.

To the greatest extent possible, absences should be planned well in advance and communicated to other staff to minimize inconvenience to others. Alternate work arrangements should be made with the pastor and head of staff to accommodate the planned absence and complete work in advance or later, particularly if replacement staff is needed. It is recognized unplanned absences may occur; early communication in these circumstances is requested out of respect for other staff.

## **SALARY COMPENSATION AND LEAVES OF ABSENCE**

With the approval of the pastor and head of staff, usual compensation will continue during other absences when planned in advance as intended by the policy section regarding work schedules and absences. In general, the policy is to provide professional staff with an annual salary while meeting the needs of the church with minimal disruption or inconvenience.

Unplanned staff absences, including personal or family illness or other unexpected circumstances, will not alter usual compensation, provided they occur infrequently and their duration being but a few hours or days. There may be occasions when an extended leave of absence is requested or there is a pattern of frequent unplanned absences. Depending upon the relevant circumstances, the effect on the work and activities of the church, and other personal factors presented, compensation may be adjusted or suspended by the pastor and head of staff in consultation with the personnel committee and session.

## **HOLIDAYS**

For the following days, the church office will be closed; staff will receive usual, but not additional compensation for these days:

New Year's Day (January 1) \*  
Martin Luther King Jr. Day (Third Monday in January)  
Monday following Easter

Memorial Day

Independence Day (July 4) \*

Labor Day

Thanksgiving Day and following Friday

Christmas Day (December 25) \*

Day following Christmas (December 26) \*

One-half of the weekday preceding New Year's Day (December 29, 30 or 31)

\* Should these days fall on a weekend, the church office will be closed on the nearest adjoining weekday. If impractical because of assigned work, staff shall arrange for an alternate holiday. If not eligible for holiday time staff shall arrange to work on an alternate day.

## VACATION

The vacation for all installed pastors is determined in the Terms of Call.

Vacation is provided for salaried employees and may be negotiated based on qualifications and experience at time of hire and increased incrementally each January 1 according to the following schedule:

(Example: If beginning vacation is negotiated as 15 days per year, at the beginning of five years of service the individual will receive 20 working days of vacation and incrementally thereafter.)

- 1 - 4 years of service                      10 working days
- 5 - 9 years of service                      15 working days
- 10 – 25 years of service                  20 working days
- 25 plus years of service                  25 working days

Vacation is pro-rated in the first year of service according to the length of service on January 1.

Vacation pay is equal to the amount the eligible employee would have earned under their regular employment schedule while they are off on vacation.

Vacations are not cumulative beyond one twelve-month period of employment except when special provision has been made in advance by the pastor and head of staff in consultation with the personnel committee.

In the case of termination for any reason, vacation is prorated over 12-months. Vacation taken, but not earned by the termination date, for the year is deducted from the final check.

Correspondingly, vacation earned, but not taken in the year of termination shall be added to the final paycheck. In the event a paid holiday falls during an employee's vacation period, the employee shall be entitled to an additional or extra day of vacation with pay.

**Family and Medical Leave:** (Private, non-government employers of less than 50 persons are exempt from requirements under rule 29 CFR Part 825 of Fair Labor Standards Act generally known as the Family and Medical Leave Act.) The session, though not required, voluntarily adopts the principle that employment for pastors and salaried staff shall be continued during family leave periods in accordance with policy adopted by the Presbytery Commission on Ministry. Compensation may be altered in accordance with other policy if leave extends beyond the defined periods. Medical leave compensation is provided to installed pastor's, uninstalled pastors and salaried staff according to the eligibility guidelines for Board of Pension Disability Plans approved by session (see below).

**Family Leave** Family Leave encompasses the following: leave of absence following the birth of a child; leave of absence following the arrival of an adopted child; leave of absence due to a condition, illness or accident occurring to a spouse, child, or parent.

- Family Leave may be up to eight weeks in any 12-month period for salaried staff employees working equal to or greater than 20 hours per week. Flexibility shall be considered within the spirit of this policy.
- Family Leave may be cumulative during any 12-month period.
- Compensation, benefits, holiday salary will continue for salaried staff during these planned absences through the eight weeks. Additional weeks will not be compensated, cost of benefits will be covered by the employee during uncompensated leave.

**Medical Leave** is leave of absence due to a condition, illness, or accident.

- Medical Leave is provided to the installed pastor through the Board of Pensions Temporary Disability Plan and the Death and Disability Plan as specified in the terms of call. Enrollment is required for installed pastors by the Board of Pensions for both plans.\*
- Salaried staff are provided medical leave through the Board of Pensions Temporary Disability Plan and the Long-Term Disability Plan as approved by session through the annual compensation package and is required.

#### **Temporary Disability Benefit Plan**

- The church will pay full salary for the first 14 consecutive days of disability.
- Temporary disability salary from the plan will be 60% of effective salary beginning after 14 consecutive days of the disability for up to the first 90 consecutive days of the disability.
- The church will pay full benefits from day 1 of the disability for the up to 90 days of the disability.

### **Long term Disability Benefit Plan**

- Payment of benefits begins after 90 consecutive days of being out of work due to the disability and end when individual returns to work, is no longer disabled as determined by the insurer, or reaches maximum disability age as defined by the Social Security Administration.
- Generally, monthly benefit equals 60% of effective salary unless reduced due to other benefits elsewhere.
- Board of Pension benefits are no longer available when Long Term Disability begins, but medical coverage through the Board of Pensions may be purchased for a limited time by the individual.

### **Death and Disability Plan Benefits**

- This plan is more extensive than Long Term Disability Plan and is required for installed pastors. See Pension.org for details.

**Additional Information** is available to pastor and staff on benefits through the PCUSA Board of Pension website at Pensions.org.

## **RESPONSE TO DIFFICULT WORK-RELATED PERSONAL RELATIONSHIPS**

A positive interdependent relationship among staff and between staff and congregation members is essential and expected. If staff members (and/or congregation members) are not able to promptly resolve their concerns themselves, they are to discuss their concerns and problems with the pastor and head of staff to develop an appropriate resolution. If concerns or problems are still not resolved, affected persons are to contact the Moderator of the Personnel Committee to request a meeting with the committee and pastor and head of staff to consider additional steps to achieve resolution.

**Disruptive Behavior or Unsatisfactory Performance Leading to Termination** If a staff member's behavior or work performance becomes unsatisfactory, the pastor and head of staff will meet with the staff member to develop a plan of correction. This is in addition to the annual review and may be at any time in the exclusive determination of the pastor and head of staff that such action should be taken and the extent of correction necessary. At the discretion of the pastor and head of staff, this plan may be an informal suggestion for improvement, a formal progressive, step-by-step process, or may be a recommendation to the session for immediate termination. It is assumed that the staff member will strive to achieve the correction sought without reluctance. A staff member not agreeing to the plan of correction may contact the moderator of the personnel committee to request a meeting with the committee and pastor and head of staff to consider the relevant circumstances.

Examples of situations that may lead to termination include: unsatisfactory work, including content and timeliness; indifferent or unreasonable response to instructions or request for assistance; unresolved interpersonal conflict; negligence or carelessness; unauthorized use or removal of property or funds; concealing of facts or information; excessive unplanned absences; inappropriate use of the internet and e-mail; inaccurate recording or submission of payroll information; possession, use or working under the influence of alcohol or drugs; violation of established policies; violation of sexual misconduct policy, child abuse policy or other harassment in violation of non-discrimination policies.

### **PERSONNEL RECORDS AND CONFIDENTIALITY**

During the period of employment a file folder is maintained for each staff member. Access to the file is controlled by the pastor and head of staff. The information included is considered either confidential or non-confidential.

Non-confidential information is available to members of the congregation in a variety of forms including directories, financial reports, budgets, committee reports, and general inquiry. This information is limited to personal identification and contact information (name, mailing address, telephone number(s), internet address), current monetary compensation, and current position. If requested in writing, staff may request non-confidential information be provided to other specifically named individuals, organizations, or businesses for the exclusive purpose of verifying employment.

All other information is confidential and available only to persons determined by the pastor and head of staff needing to be aware of employment related staff activities, including annual reviews, performance evaluations, plans of correction, and similar staff management actions.

After the employment period only current non-confidential information is to be available for the purpose of verifying prior employment.

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Approved by Session:

11/20/2014

09/14/2021

03/08/2022