

# Charleston Atlantic Presbytery Personnel Policy Manual



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**Approved by Presbytery on 12-14-21**

## **Introduction**

The purpose of this manual is to set forth the personnel policies for all employees of the Charleston Atlantic Presbytery. These policies have been developed to help each employee understand what is expected of him/her and what he/she may expect from the employer.

## **Employment at Will**

Employment with the Charleston Atlantic Presbytery is "At Will," which means it is subject to termination by either the Charleston Atlantic Presbytery or the employee at any time, for any reason or for no reason. There are no contractual relationships between the Charleston Atlantic Presbytery and its employees that guarantee employment for any specific time. No one has the authority to enter into any oral or written employment contract without the signed explicit written approval of the Shepherding Team of the Charleston Atlantic Presbytery.

## **Equal Employment Opportunity/AAP Policy**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle of the Charleston Atlantic Presbytery where employment is based upon personal capabilities and qualifications without discrimination because of race, color, sex, sexual orientation, age, national origin, ancestry, disability, medical condition, veteran status, marital status, or any other protected characteristic as established by law.

## **EMPLOYMENT**

### **Open Door Policy**

The Charleston Atlantic Presbytery promotes an atmosphere whereby employees can talk freely with the General Presbytery/Pastor to Pastors and the Chair of the Shepherding Team Personnel Subcommittee. Employees are encouraged to openly discuss with the General Presbytery/Pastor to Pastors any problems so that appropriate action may be taken. If the General Presbytery/Pastor to Pastors cannot be of assistance, the Chair of the Shepherding Team Personnel Subcommittee of the Charleston Atlantic Presbytery is available for consultation and guidance. The Charleston Atlantic Presbytery is interested in all of its employees' success and happiness. It, therefore, welcomes the opportunity to help its employees whenever feasible.

### **Personnel Record Changes**

To keep necessary Charleston Atlantic Presbytery records up to date, it is extremely important that an employee notify the Office Administrator of any changes in:

- Name
- Marital status
- Home address
- Home and/or cell telephone number
- Eligible dependents
- Income tax withholding
- Emergency contact(s)

## **Performance Reviews**

1. Performance reviews will be conducted for all employees within the guidelines provided by the Shepherding Team.
2. On an annual basis, the supervisor will conduct a formal evaluation with the employee. Written copies will be submitted to the Shepherding Team Personnel Subcommittee and will be placed in the employee's personnel file. Performance expectations will be established annually for each employee with their supervisor.
3. A complete personnel file is maintained on each employee. These files are confidential, with access limited to the General Presbyterian/Pastor to pastors (or his/her designee) and the Chair of the Shepherding Team Personnel Subcommittee. They may choose to share information from that file with direct supervisors and the Personnel Committee as appropriate. Employees may have access to their file in the presence of the General Presbyterian/Pastor to pastors or his/her designee. These files may be destroyed five years following separation from employment.

## **COMPENSATION**

### **Employment Classifications**

The Charleston Atlantic Presbytery classifies employees according to job responsibilities. Since all employees are hired on an at-will basis for an unspecified duration, these classifications do not guarantee employment for any specific length of time. Additionally, the Charleston Atlantic Presbytery reserves the right to increase or decrease scheduled hours as necessary to support its work.

**Full-Time Employee:** Employees who are regularly scheduled to work 40 or more hours per week. Full-time employees are eligible to receive all employee benefits as set forth in the Benefits section of this manual.

**Part-Time Employee:** Employees who are regularly scheduled to work less than 40 hours per week. All ordained staff, whether full-time or part-time in installed positions will be enrolled in the Presbyterian Church (U.S.A.)'s Board of Pensions medical and annuity plan. Part-time lay employees, who are authorized to work 20 or more regularly scheduled hours per week are eligible to participate in the Presbyterian Church (U.S.A.)'s Board of Pensions annuity plan. Part-time employees also are eligible for time off as set forth in the Employee Benefits and Time Off Sections of this manual.

**Non-Exempt Employee:** Employees who are not exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (Wage-Hour Law) and applicable state laws. Non-exempt employees receive premium pay for overtime as outlined in the Overtime section.

**Exempt Employee:** Employees who are exempt from minimum wage and overtime provisions of the Fair Labor Standards Act (Wage-Hour Law) and applicable state laws. These executive, administrative, and professional employees, as defined by state and federal law, do not receive overtime pay.

### **Hours of Work and Overtime**

Work hours are determined by the site location and the employee's position. Employees should discuss their work schedule with their supervisor to determine what hours are required.

Depending on the Charleston Atlantic Presbytery's work needs, overtime may be required. Prior approval from employee's immediate supervisor is necessary before any non-exempt employee works overtime.

Non-exempt full-time employees are eligible for overtime pay for work performed beyond their regularly scheduled hours. Paid time-off is not considered hours worked for overtime calculation. Overtime is paid at one and one-half the employee's regular hourly rate.

### **Time Records**

Each employee is responsible for his/her own accurate time record keeping, including absences and hours worked. **Failure to do so could result in an inaccurate or delayed paycheck.** Employees will be paid twice a month unless otherwise requested by the employee at the beginning of the year.

### **Salary Administration:**

1. Salaries of all positions are recommended by the Shepherding Team and require the approval of Presbytery.
2. All staff salary information for all positions in the Presbytery shall be available upon request and shall be printed in the Minutes of the Charleston Atlantic Presbytery.
3. Designation of housing allowances for ordained staff persons shall be determined annually by the Presbytery.
4. Presbytery is required by law to withhold Federal, State, and Social Security taxes for employees, except ordained ministers or contract personnel.

## **EMPLOYEE BENEFITS**

### **Major Medical, Death and Disability, and Retirement Benefits:**

All Presbytery employees who work an average of 35 hours per week or more shall be covered under the Benefits Plan of The Board of Pensions of the Presbyterian Church (U.S.A.) which provides the following core benefits: major medical insurance, death and disability coverage, and a retirement pension. As part of the employee's total compensation package, the Charleston Atlantic Presbytery shall pay dues for participation in the Benefits Plan. (Refer to the Board of Pensions Benefits Plan website for more information: [www.pensions.org](http://www.pensions.org) or call them at 800-773-7752.)

### **Long-Term Disability**

Long-Term Disability insurance coverage is available to all employees who are covered under the Board of Pensions Benefits Plan of the Presbyterian Church (U.S.A.). Benefits are issued after the employee has applied for the benefits and has received approval from the Board of Pensions. If approved, Long-Term Disability payments of 60% of the employee's salary will begin after ninety days of disability.

### **Life and Accidental Death & Dismemberment (AD&D)**

Life Insurance and Accidental Death and Dismemberment (AD&D) insurance coverage is available to all employees who are covered under the Board of Pensions Benefits Plan of the Presbyterian Church (U.S.A.).

The Life Insurance benefit is based on an employee's salary and age. Refer to the Board of Pensions Benefits Plan website for more information: [www.pensions.org](http://www.pensions.org) or call them at 800-773-7752.

### **Dental**

Employees of the Charleston Atlantic Presbytery who participate in the Benefits Plan for core benefits are also eligible for dental insurance paid by the Charleston Atlantic Presbytery.

### **Optional Benefits:**

The Board of Pensions of the Presbyterian Church (U.S.A.) offers a number of optional benefits such as additional life insurance, and a retirement savings plan. Employees who qualify for these benefits are also eligible to purchase any or all of the optional benefits at their own expense.

### **403(B) Retirement Plan**

The Charleston Atlantic Presbytery employees may participate in the PCUSA 403(b) Retirement Plan if they choose. The Charleston Atlantic Presbytery does not match contributions to these plans. Employees are eligible to participate on their first day of employment and contribute up to the maximum annual amount allowed by current IRS regulations. Contributions are deducted from the employee's paycheck on a pre-tax basis, and there are a variety of funds available for investing.

Employees may make changes to their individual contribution amount, suspend their individual contributions or re-enroll at any time throughout the plan year. For changes to occur, it is the responsibility of the employee to give the Director of Administration the appropriate paperwork.

### **Worker's Compensation Benefits**

The Charleston Atlantic Presbytery is covered under statutory state Workers' Compensation Laws. Should an employee sustain a work-related injury, an employee must immediately notify the Office Administrator. Failure to report an injury is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance.

### **Social Security/Medicare Taxes**

Social Security taxes and Medicare taxes are deducted at the rate established by law for non-ordained personnel. This amount, plus an equal contribution from the Charleston Atlantic Presbytery, is paid to the Federal Government to fund Social Security pension retirement and Medicare services.

### **Unemployment Compensation Benefits**

The Charleston Atlantic Presbytery is recognized by the Internal Revenue Service as a 501(c)(3) entity, which means any services performed by an employee of a religious, charitable, educational, or other organization described in section 501(c)(3) are not subject to FUTA taxes (Federal Unemployment Taxes). The Charleston Atlantic Presbytery is also not subject to SUTA (State Unemployment Taxes). Therefore, Charleston Atlantic Presbytery is not required by law to pay unemployment taxes. No employee of the Charleston Atlantic Presbytery is eligible to file for unemployment from wages earned from the Charleston Atlantic Presbytery.

## **TIME OFF**

### **Paid Time Off (PTO)**

#### 1. Full time employees:

- a. Receive a week of Paid Time Off after 6 months of employment.
- b. Receive a total of 4 weeks of Paid Time Off after a full year of employment
- c. Unused Paid Time Off may not be carried over to another year.

#### 2. Part-time employees:

- a. Receive a week of Paid Time Off after 6 months of employment to the average number of hours they work per week.
- b. Receive a total of 4 weeks of Paid Time Off after a year of employment equivalent to 4 times the average number of hours they work per week.
- c. Unused Paid Time Off may not be carried over to another year.



### 3. Paid Time Off requests:

The General Presbyter/Pastor to Pastors must approve Paid Time Off requests in advance.

### Holidays

The Charleston Atlantic Presbytery takes the following annual paid holidays:

- Martin Luther King Day
- Maundy Thursday
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday following
- The days from Christmas Eve through New Year's Day
- One floating holiday of individual choice of either Presidents' Day, Columbus Day, or Veterans' Day, with the office not closed unless all of the employees choose the same day.

(If a holiday falls on a Saturday or Sunday, the Charleston Atlantic Presbytery will observe it on the preceding Friday or the following Monday.)

### Jury Duty

Employees will be given leave with pay for service when subpoenaed for jury duty or to serve as a witness for up to two weeks a year. An employee on jury duty is expected to report to work any day he/she is excused from jury duty. Upon receipt of the notice to serve on a jury or to act as a court witness, the employee should immediately notify the General Presbyter/Pastor to Pastors with a copy of the jury summons or subpoena.

Employees appearing as a plaintiff, defendant, or for a non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for these absences.

### Bereavement Leave

In the unfortunate event of a death in the immediate family, all employees are eligible for a leave of absence of up to three consecutive days. Additional time off may be granted without pay at the discretion of the General Presbyter/Pastor to pastors.

For this purpose, immediate family is defined as:

- Spouse/Partner
- Child, stepchild
- Parents (including current in-laws), stepparents
- Siblings, stepsiblings
- Current Brother in-law/Sister in-law
- Aunt/Uncle

- Niece/Nephew
- Grandparents
- Grandchildren

Employees must notify the General Presbyter/Pastor to Pastors of their situation and the expected length of their absence.

### **Continuing Education**

Continuing education and professional event time and fees shall be negotiated. Employees in Ordained positions and Certified Christian Educators will be granted two weeks annually for continuing education unless otherwise noted in their annual terms of call/employment. Other employees in exempt positions are granted one-week continuing education. Upon termination or voluntary resignation, all unused continuing education time will be forfeited and cannot be compensated for in any manner.

### **Time Off to Vote**

The Charleston Atlantic Presbytery encourages responsible citizenship. On days when elections for public office (elections for public office includes elections for sheriff, school board, solicitor, and all primary and general elections) are scheduled throughout the state, county, city, or town in which the employee works, schedules will be adjusted as needed to allow for the opportunity to vote.

Employees living in other localities or states will need to inform their supervisor in advance if they expect any conflict between their work schedule and the exercise of voting rights in any election for any public office. Supervisors will adjust employee's schedules as needed to ensure that they will have the opportunity to vote. No employee will be penalized or retaliated against for requesting time off to vote.

### **Benefits for Interim Employees**

The General Presbyter/Pastor to pastors with the approval of the Shepherding Team may appoint persons to fill vacant positions on an interim basis. In the case of the General Presbyter/Pastor to pastors' position, the Shepherding Team will appoint an interim. An interim employee is eligible only for those benefits included in his/her compensation package.

### **Inclement Weather Policy**

In the event of inclement weather, the office will close at the discretion of the General Presbyter/Pastor to pastors. When an employee is unable to report to work or will be reporting to work late due to weather conditions and the General Presbyter/Pastor to pastors does not order the office closed or opening delayed, the employee must use either vacation time or comp time. The employee must notify the General Presbytery/Pastor to pastors that they will not be coming into work or that they will be late.

### **Family and Medical Leave**

Having fewer than fifty employees, Charleston Atlantic Presbytery is not subject to the provisions of the Family Medical Leave Act.

Extenuating circumstances requiring an unpaid leave of absence that may apply and are not described in this Personnel Policy Manual will need to be approved by the Shepherding Team on a case-by-case basis.

### **Parental Leave**

1. Full-time and part-time employees are entitled to twelve workweeks of parental leave at full pay for an employee's or the spouse of an employee's medical conditions related to pregnancy and/or childbirth, and for the birth, adoption, or permanent guardianship of a child.
2. A 30-day written notice should be given to the General Presbyter/Pastor to Pastors in writing for approval by the Shepherding Team.
3. The leave must be taken directly preceding or within ~~twelve~~ six months of the birth, adoption, or placement of a child.
4. If both parents are employed by the Presbytery, they jointly shall be eligible for a total of eighteen weeks of annual Parental Leave to be split between them at the discretion of the employees, but neither parent shall be entitled to take more than twelve weeks.
5. Requests for foster care placements or any other additional time of parental leave due to extenuating circumstances should be made to the Shepherding Team Personnel Subcommittee for review and approval. Such requests will be treated on a case-by-case basis.

### **Sabbatical**

1. All employees of Charleston Atlantic Presbytery are expected to take a paid Sabbatical leave after every six, full, consecutive years of service to the Presbytery (in the seventh year of employment).
2. All full-time employees are allotted twelve weeks of paid Sabbatical Leave during their seventh year of employment. Part-time staff are allotted a one week paid Sabbatical leave during their seventh year of employment.
3. PTO is intended to be taken in addition to a Sabbatical. Full-time employees receive two weeks of PTO, and part-time employees receive their normal four weeks of PTO in addition to their Sabbatical.
4. A Sabbatical is not study leave; it is to be used as the employee sees fit.
5. Study leave and/or continuing education may not be taken in the same year as a Sabbatical. All continuing education funds allotted to the employee should be applied to help cover the cost of the Sabbatical.
6. Employees early in their sixth consecutive year of employment, should work with the Personnel Committee and the General Presbyter/Pastor to Pastors to coordinate and plan the details of the upcoming Sabbatical (mainly the timing of the Sabbatical and how the workload will be covered in the absence of the employee). The proposed Sabbatical will then be presented and recommended by the Personnel Committee to the Shepherding Team for approval.
7. Employees in Ordained positions require approval of the Sabbatical by the Presbytery as determined in the terms of call.
8. A Sabbatical plan may include tasks of reflection and/or study for the Presbytery staff and ministry teams in the absence of the employee.

## **ON THE JOB**

### **Rules of Conduct**

The following list includes, but is not limited to, the major items which are strictly prohibited at all times and deemed sufficient cause for disciplinary action, up to and including termination of employment:

- Unauthorized possession of Charleston Atlantic Presbytery property, or the property of a fellow employee.
- Willful destruction of Charleston Atlantic Presbytery property or the property of a fellow employee.
- Fighting with or threatening or attempting bodily injury to another at the work site or at any other work-related or work sponsored function.
- The use of abusive, threatening, or obscene language.
- Excessive absenteeism or tardiness.
- Violation of sanitary or safety rules.

### **Substance Abuse Policy**

1. All employees are prohibited from unlawfully manufacturing, distributing, possessing, or using illegal substances in any church facility or vehicle or while performing any work of the church. Further, all employees and volunteers are prohibited from using or being under the influence of all intoxicants including alcohol, or legally prescribed drugs which may severely adversely affect safety, judgment or mental acuity in any vehicle, on church property, or while performing any work of the presbytery.
2. Any employee arrested or convicted of violating a criminal drug or alcohol statute must inform the General Presbyter/Pastor to pastors and the chair of the Personnel Subcommittee of such an arrest or conviction within three days of the arrest or conviction occurring.
3. The Presbytery is a smoke free campus. The use of tobacco products is prohibited by staff on the Presbytery campus or while performing any work of the Presbytery.
4. Violation of any portion of this drug, alcohol, and tobacco free workplace policy may subject the employee to disciplinary action up to and including termination for the first offense.
5. Charleston Atlantic Presbytery reserves the right to offer employees who violate this policy participation in an approved rehabilitation of drug abuse assistance program as an alternative disciplinary action. If such a program is offered and is accepted by the employee, documented satisfactory participation in such a program may be a condition of continued employment.

### **Electronic Communication Use**

Charleston Atlantic Presbytery provides for its employees the use of computers, computer files, Internet access, an e-mail system and accounts, social media, and software to further the Charleston Atlantic Presbytery's work. The computers, computer files, software, hardware, and all other materials associated with the computer are the property of the Charleston Atlantic Presbytery and their use must comply with the policies established to govern their use.

Personal calls, texts, emails, and other forms of personal communication should be kept to a minimum while on the job and never should be allowed to interfere with job responsibilities.

All employees are responsible for ensuring that the Charleston Atlantic Presbytery's computer systems, including the Internet and e-mail, are used in an appropriate, effective, professional, ethical, and lawful manner. Employees should ensure that all communications through its computer systems maintain a positive and professional public image for the Presbytery.

Employees should only access the Internet through an approved Internet firewall. The Charleston Atlantic Presbytery is not responsible for materials viewed on the Internet. While the Charleston Atlantic Presbytery uses software to block access to inappropriate or sexually explicit sites, employees should be aware that even innocuous search requests might lead to such sites. Employees encountering such material shall immediately disconnect from the site.

### **Flexible Work Schedules**

With direct supervisory pre-approval, the Charleston Atlantic Presbytery considers flexible work schedules to be a viable alternative work arrangement in cases where individual, job, and supervisor characteristics are best suited to such an arrangement. These arrangements can include a wide range of alternatives including telecommuting and condensed work schedules. These arrangements will be reviewed on a case-by-case basis by the General Presbyter/Pastor to pastors with job requirements being the major factor in the decision.

### **Separation Policies**

The term "separation" shall refer to any and all terminations of the relationship between an employee and the Charleston Atlantic Presbytery.

#### **A. Voluntary Resignation:**

1. Employees are expected to give at least one month's written notice of A voluntary choice of separation. The provisions of the *Book of Order* shall govern the resignation of employees in Ordained positions.
2. All employees will receive pay for earned PTO if proper notice is given.
3. Unused continuing education will be forfeited and not compensated for in any way when an employee resigns or retires from the Charleston Atlantic Presbytery.

#### **B. Dismissal for Cause:**

1. Termination of employment is an act of the Shepherding Team. No employee has the authority to terminate another employee's employment without first consulting with the Shepherding Team Personnel Subcommittee.

2. If the recommendation from the General Presbyter/Pastor to Pastors is termination he or she should meet with the Shepherding Team Personnel Subcommittee to discuss and review attempts to salvage the employee's job. The General Presbyter/Pastor to Pastors should also arrange for the employee to meet with the Shepherding Team Personnel Subcommittee to hear his/her side of the story.
3. In the best interest of the employee, an employee may be given the opportunity to resign in lieu of termination if desired.
4. Dissolution of an Ordained position is accomplished in accordance with procedures set forth in the *Book of Order*.

**C. Reduction of Force:**

1. Circumstances may require a reduction in force. Such circumstances, may include, but are not limited to fundamental changes in long-range objectives, organizational changes, or a serious change in financial outlook.
1. Written notice by the Charleston Atlantic Presbytery must be given to all staff announcing the reduction in number of employees, including reasons for making such reductions. Thirty calendar days of notice of termination will be given to all employees.
2. A severance payment will be made to employees in relation to the length of continuous service with the Charleston Atlantic Presbytery as follows:

<u>Years of Service</u>	<u>Severance Allowance in Weeks</u>
Up to 1 year	1
1-3 years	2
3-5 years	4
5+ years	6

3. Severance payment may be made in one of the following two ways, as determined by the employer after consultation with the employee:
  - a. Lump sum payment: the total amount of salary due as severance pay will be paid in not more than two payments. The payment or payments shall be completed within thirty days of the employee's last day of work.
  - b. Continued salary: The employee's salary will continue on the regular schedule through the severance period.
4. The employer's share of the employee's pension and other benefits payments will continue to be made by the employer during the severance period if payment of severance is on the basis of "continued salary" as noted above. Pension and other benefits payments will not be continued if the severance is made in one or two lump sum payments.

5. Unused PTO will be paid to the employee; however, of these benefits PTO will not be allowed to accrue during the severance period.
6. No unused continuing education will be compensated for or be allowed to accrue in any way.

**D. Death in Service:**

1. In the event of the death of an employee, the salary of that person will be continued to the spouse or a dependent for four weeks from the date on which the death occurs.
2. Any unused PTO will be paid to the spouse or a dependent.
3. Death benefits are also provided through the Pension and Benefits Plan of the Presbyterian Church (U.S.A.).

**E. Retirement:**

1. The Presbyterian Church (U.S.A.) Pension and Benefit Plan provides retirement benefits.
2. At least sixty days notice of impending retirement to the Charleston Atlantic Presbytery is recommended.
3. Any earned PTO will be paid to the employee.
4. Unused continuing education cannot be compensated for in any way.

**Grievance Procedure**

Any problems arising from employment or conditions of employment should first be discussed with the General Presbyter/Pastor to pastors. If unable to resolve the concern or problem with General Presbyter/Pastor to pastors, then the grievance may be presented to the chair of the Shepherding Team Personnel Subcommittee.

Grievances may be presented in person or in writing. In person grievances may be accompanied by a fellow employee.

Every effort will be made to hear and answer grievances as quickly and efficiently as possible.

If the General Presbytery/Pastor to pastors is a party to the grievance, the written grievance will go directly to the Shepherding Team Personnel Subcommittee which will confer with parties involved, review the findings, and communicate a decision in writing to all parties involved as soon as possible.

## **Separation Procedures**

**Exit Interview:** The Personnel Subcommittee is responsible for scheduling an exit interview with an employee at the time of separation of employment. **At the time of separation, the employee is required to return the property of Charleston Atlantic Presbytery (including but not limited to):**

- Keys
- Presbytery issued credit cards
- Presbytery manuals
- Any additional Presbytery-owned or issued property
- Passwords

**Note:** Employees leaving the Charleston Atlantic Presbytery must return office keys, credit cards, etc., before their final paycheck can be issued. If there are unpaid obligations to the Charleston Atlantic Presbytery, the final paycheck will reflect the appropriate deductions.

PTO: All earned unused PTO will be paid upon termination or resignation on the final paycheck.

**Benefits:** Health Benefits end on the last day of the month in which your last day of employment falls. Refer to the Board of Pensions Benefits Plan website for more information: [www.pensions.org](http://www.pensions.org) or call them at 800-773-7752.

## **Personnel Matters and Questions Not Covered in This Document**

If the General Presbyter/Pastor to pastors, other supervisor or an employee encounters a personnel matter not addressed by this document, he/she will submit a written description of the situation to the Chair of the Shepherding Team Personnel Subcommittee.

All employees, by signing the Employee Handbook Acknowledgment form at the back of the handbook, acknowledge that they have read and fully understand this policy.



# Employee Handbook Acknowledgment Form

## Important Notice-Disclaimer

*(One Copy to be signed and retained in Handbook.  
The Other Copy to be signed and given to the Charleston Atlantic Presbytery's  
Office Manager to be filed in Your Personnel File)*

This employee handbook is a guide to general employment procedures and policies of the Charleston Atlantic Presbytery, Charleston, South Carolina (The Presbytery). The Handbook is for information only and is not a contract of employment. Any "Presbytery" procedure or policy, including any policy, procedure, or provision in or referred to in this handbook, may be modified, amended, increased, decreased, or deleted by the Charleston Atlantic Presbytery at any time, with or without notice.

This handbook supersedes and replaces all other handbooks or similar materials, which have been published or distributed. Effective immediately, all (1) prior handbooks, (2) prior manuals, and (3) prior policies or practices covering topics now addressed in the handbook are hereby revoked and declared null and void.

This handbook does not and is not intended to address every possible employment/employee situation. The Charleston Atlantic Presbytery reserves the right to take action or make a decision which is inconsistent with the provisions of this handbook, to address unique situations, on a case-by-case basis, at the "Presbytery's" sole discretion.

Neither this handbook nor any other manual, policy, or other document alter in any way, the "At-Will" employment status of Presbytery employees. "At-Will" employment means that either you or the Charleston Atlantic Presbytery can terminate the employment relationship at any time, for any or no reason, with or without cause, and with or without notice. No contrary statement by any Presbytery employee, committee member, or agent shall have any force or effect, unless it is in writing and states that it is a contract of employment and is signed by the Chair of the Shepherding Team of the Charleston Atlantic Presbytery.

### **Charleston Atlantic Presbytery Employee Acknowledgment**

I acknowledge receipt of the current Charleston Atlantic Presbytery Personnel Policy Manual and understand it is effective immediately. I have reviewed the Personnel Policy Manual - particularly the above definition of "At-Will" employment. I understand the Personnel Policy Manual is not an employment contract, and I know that my employment is "At-Will" as defined above.

---

Employee's Signature

---

Witness's Signature

---

Employee's Name (Please Print)

---

Date

# Employee Handbook Acknowledgment Form

## Important Notice-Disclaimer

*(One copy to be signed and retained in Handbook.*

*The other copy to be signed and given to the Charleston Atlantic Presbytery's  
Office Manager to be filed in Your Personnel File)*

This employee handbook is a guide to general employment procedures and policies of the Charleston Atlantic Presbytery, Charleston, South Carolina (The Presbytery). The Handbook is for information only and is not a contract of employment. Any "Presbytery" procedure or policy, including any policy, procedure, or provision in or referred to in this handbook, may be modified, amended, increased, decreased, or deleted by the Charleston Atlantic Presbytery at any time, with or without notice.

This handbook supersedes and replaces all other handbooks or similar materials, which have been published or distributed. Effective immediately, all (1) prior handbooks, (2) prior manuals, and (3) prior policies or practices covering topics now addressed in the handbook are hereby revoked and declared null and void.

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Neither this handbook nor any other manual, policy, or other document alter in any way, the "At-Will" employment status of Presbytery employees. "At-Will" employment means that either you or the Charleston Atlantic Presbytery can terminate the employment relationship at any time, for any or no reason, with or without cause, and with or without notice. No contrary statement by any Presbytery employee, committee member, or agent shall have any force or effect, unless it is in writing and states that it is a contract of employment and is signed by the Chair of the Shepherding Team of the Charleston Atlantic Presbytery.

### **Charleston Atlantic Presbytery Employee Acknowledgment**

I acknowledge receipt of the current Charleston Atlantic Presbytery Personnel Policy Manual and understand it is effective immediately. I have reviewed the Personnel Policy Manual - particularly the above definition of "At-Will" employment. I understand the Personnel Policy Manual is not an employment contract, and I know that my employment is "At-Will" as defined above.

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Employee's Signature

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Witness's Signature

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Employee's Name (Please Print)

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Date

## **Hiring Process for Charleston Atlantic Presbytery**

Ordained positions are filled through the Call Process.

All other non-ordained positions are filled in the following ways:

For established positions:

- 1) The Shepherding Team asks the Personnel Committee to develop a job description with any appropriately related ministry teams.
- 2) The job description is approved by the Shepherding Team.
- 3) The position is posted and advertised by the Personnel Committee for at least two weeks on the Chatline.
- 4) Interested applicants contact the designated Personnel Committee member who sets up interviews with all the applicants and the group of interviewers. Ideally, all interviews are scheduled on the same day in one-hour increments with fifteen minutes between interviews. The group of interviewers is determined by the Personnel Committee and should include at least one Personnel Committee Member along with other appropriate staff and ministry team members. The group of interviewers should not be less than three people and not exceed five people. In the interview, all applicants should be told the timeframe of a week in which a decision will be made.
- 5) After meeting with all the applicants, the group of interviewers should determine if one of the applicants should be recommended for hire.
- 6) All applicants should be contacted that day and thanked for interviewing and told again of when they will be informed of a decision.
- 7) If an applicant is recommended for hire, the applicant should be called as soon as possible, preferably that day and offered the position. No more than three days should be allotted for the applicant to discern accepting the position.
- 8) If the applicant accepts, all other applicants should be notified within a day that another (unnamed) candidate was chosen. If the applicant does not accept, other applicants may be contacted and offered the position if desired by the interviewers.
- 9) If at any point, none of the applicants or those interviewed are recommended for hire, other methods determined by the Personnel Committee to advertise for an extended period of time may be used,
- 10) Once a candidate is chosen and accepts, the terms of employment should be drawn up by the Personnel Committee with the Moderator of Shepherding Team's approval and signature, along with the candidate and Pastor to pastors/General Presbyter's signature.
- 11) The candidate will then be considered "hired." The Pastor to pastors /General Presbyter will do orientation and the new staff member will begin work.

For new positions:

- 1) The process is the same, except a ministry team should first notify the Shepherding Team of a need for a new position.