



**St. Andrew's PRESBYTERIAN**  
Connecting with Christ & Each Other to Serve our Neighbors

**St. Andrew's Presbyterian Church  
Portland, Oregon**

**Personnel Policies Manual  
Revised August 4, 2021**

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## Personnel Team Job Description

### ***Function and Responsibilities:***

1. To function as a support system:
  - a. As advisors to and advocates for the pastoral staff. To be readily available in times of trouble or triumph, in dealing with problems, personal or professional.
  - b. To meet at the request of any staff member in order to deal with any problem. Under ordinary circumstances it is expected that a staff member will pursue regular channels of support—pastor advisor and appropriate elder—to resolve any concerns.
2. To develop and maintain a personnel policy including, but not limited to employment, supervision, benefits and separation policies.
3. To maintain a current position description and employment contract for each staff position. To review each new position description as submitted by the appropriate team checking salary range, benefits, etc., before it is referred to Session. A personnel team liaison will participate in all hiring processes.
4. To prepare and manage the compensation section of the annual budget.
  - a. Develop compensation plans for the pastors and make annual recommendations to the Session through the budget process.
  - b. Review and approve salary and benefit recommendations for the church staff submitted by the pastor advisor and appropriate elder.
5. To assist pastors in developing their yearly objectives and annually evaluate performances based upon position descriptions and yearly objectives.
6. To review evaluations and advise pastors and appropriate elders in the yearly evaluation of all staff members.
7. To resolve concerns between pastors, staff and congregation urging first that the appropriate channels of communication be pursued, and then intervening if necessary.
8. To work with ministry teams and pastors in the event an involuntary termination of an employee is considered to facilitate the process as outlined in the Personnel Policies.

### ***Membership:***

- The Personnel Team will be composed of four elders: one or two elders from the Session with one serving as the chair of the team. The others may include an elder who has served on the Session in the previous five years, and two elders at large. Potential committee members should be involved in the life, worship and ministry of the church

and should be individuals possessing listening, communication, problem-solving, conflict resolution and personnel skills, as well as being individuals with the ability to maintain confidentiality.

- A pastor will be an ex-officio member. The team may meet without the pastor present, but always with an attempt to notify the pastor of such a meeting.
- Non-session team members will be approved by the session for terms of two years. No non-session elder shall serve more than two consecutive terms of two years.

***Accountability:***

- Accountable to the Session which has the authority to carry out policies.
- Personnel committee shall abide by confidentiality principles and therefore may merely report final recommendations.
- Personnel Team meetings are not public meetings and are, therefore, not open to anyone except by invitation.

***Meetings:***

The Personnel Team shall meet monthly and/or as needed.

## Classification of Staff Positions

### ***Policy***

All staff positions are grouped according to general functional categories: Pastoral, Support, Intern and are Full Time or Part Time.

### ***Purpose***

To establish a procedure for the classification of Staff Members according to their function, status under the Fair Labor Standards Act, and number of hours worked per week.

### ***Definitions***

Pastoral: Pastor and Associate Pastor(s) as ordained and called to serve as Ministers of the Word by the Presbyterian Church, USA.

Support: All non-ordained, Full Time or Part Time positions.

Intern: Positions that are temporary, with no assurance of a Full Time position.

Full Time: Positions that are scheduled 35 hours per week.

Part Time: Positions that are scheduled less than 35 hours per week.

For purposes of this document the words “Staff Member” will refer to all Pastoral, Support and Intern employees.

### ***Administration***

- The status of Support and Intern positions is determined by the Job Description and Terms of Appointment subject to final approval of the Personnel Team. The status of Pastoral positions is determined by the Terms of Call and Job Description.
- It will be the responsibility of the Personnel Team to ensure that Job Descriptions and Terms of Appointment are reviewed annually and updated as necessary.
- Any status changes must be approved by the Personnel Team and the Pastor.

## **Equal Employment Opportunity**

### ***Policy***

It is the policy of St. Andrew's Presbyterian Church to provide equal employment opportunity for all qualified persons without regard to race, color, ancestry, national origin, sex, age, marital status, physical disability, mental disability, medical condition, any other protected status as required by law, or religious affiliation, except when, after careful study, religious affiliation is determined to be a bona fide occupational qualification.

### ***Purpose***

To reaffirm St. Andrew's Presbyterian Church's position regarding nondiscrimination in all matters relating to employment and staff relations.

### ***Administration***

- All personnel actions such as employment, promotions, transfers, compensation, benefits, staff reductions, re-hires, church sponsored training, educational reimbursement, social and recreational programs will be administered in accordance with the principles of equal employment opportunity.
- Reasonable accommodation will be provided as a means of overcoming unnecessary barriers that might prevent or restrict employment opportunities of otherwise qualified individuals with physical or mental disabilities.
- All Staff Members are expected to show respect and sensitivity toward each other, church members and visitors and to demonstrate a commitment to the Church's equal opportunity objectives.
- Violations of this policy should be reported to the Staff Member's supervisor and the Pastor.
- Violations may result in disciplinary action up to and including termination.

## **Compliance with Immigration Reform and Control Act of 1986**

### ***Policy***

St. Andrew's Presbyterian Church is fully committed to compliance with federal immigration laws, and will not knowingly hire, or continue to employ, any person who does not have the legal right to work in the United States.

### ***Purpose***

To maintain compliance with federal immigration laws as they apply to employment.

### ***Administration***

- All Staff Members must present proof of their legal right to work in the United States no later than 7 days from their first day of employment and sign an I-9 verification form.
- If, after the 7-day period, the Staff Member still fails to provide this documentation, it will be assumed the Staff Member does not possess it, and the employment will be terminated.

## **Employment At-Will**

### ***Policy***

Employment with St. Andrew's Presbyterian Church is at-will, by mutual agreement between the Staff Member and the Church. Both parties have the right to terminate an employment relationship at any time with or without cause or advance notice.

### ***Purpose***

To establish an at-will relationship in all matters regarding employment between St. Andrew's Presbyterian Church and its Staff Members.

### ***Administration***

- Nothing contained in any Church document is intended to create any type of contract or guarantee of employment.
- The employment at-will relationship remains in effect throughout a Staff Member's employment.
- The employment at-will relationship can only be altered in writing, and signed by the Personnel Team and the Staff Member.

## **Days and Hours of Work**

### ***Policy***

St. Andrew's Presbyterian Church will maintain general hours of operations. The normal office hours will be Monday through Thursday from 10 am to 3 pm.

### ***Purpose***

To establish normal hours of operation and define procedures relative to any variations pertaining to these hours.

### ***Administration***

- Pastors may vary their schedules according to the needs encountered in their individual ministries, but will be expected to provide services for the minimum number of hours per week as stated in their Job Description.
- Support and Intern Staff Members will be expected to maintain their work schedules as agreed to with the Personnel Team and the Staff Member's supervisor.
- Any variations of work schedules will be with the approval of the Staff Member's supervisor and the knowledge of the Personnel Team.

## **Compensation of Staff**

### ***Policy***

St. Andrew's Presbyterian Church will maintain a sound administration program to compensate Staff Members on an equitable basis. Ordained Ministers receive compensation according to their Terms of Call and in accordance with Presbytery requirements.

### ***Purpose***

To attract, retain and motivate the quantity and quality of staff required to accomplish the Church's purpose.

### ***Administration***

- It will be the responsibility of the Personnel Team to ensure that salaries for Staff Members are equitable and follow Presbytery guidelines.
- The Personnel Team will review the salary, Terms of Appointment for Support and Intern employees and Terms of Call for Pastoral Staff Member at least annually upon recommendations of the pastor advisor and appropriate elder. .
- If the Church requests an employee to obtain training for the purpose of improving their skills in the performance of their duties, the Church is responsible to allow time off for such training at regular pay and an allowance for the cost of such training, provided it is satisfactorily completed.
- The Church will comply with the Social Security Act Amendment of 1983. This act states: "All compensation paid to non-minister employees of non-profit organizations (churches included) will be subject to FICA tax effective January 1, 1984."

## **Paydays and Pay Periods**

### ***Policy***

Paychecks for all Staff Members will be distributed on a monthly basis, unless other arrangements are agreed upon.

### ***Purpose***

To establish a procedure for the distribution of paychecks for all Staff Members.

### ***Administration***

- Paychecks will be distributed by the Church Bookkeeper or a designate, or by direct deposit to the Staff Member's bank account.

## **Standards for Conduct**

### ***Policy***

St. Andrew's Presbyterian Church believes that proper conduct is usually a matter of common sense. However, with any organization there must be some standards to govern its operation. The Church, therefore, has developed standards for conduct for its Staff Members.

### ***Purpose***

To establish standards for conduct for govern the operations and activities of the Church, in order to promote a smooth and efficient work atmosphere.

### ***Administration***

- Staff Members are expected to maintain their job performance in at least an acceptable rating in the annual performance review.
- Staff Members are responsible for being at their work area on time and on each scheduled workday. The supervisor and Office Manager are to be notified of any lateness or absence.
- Staff Members are to avoid disrupting the work of other Staff Members.
- See Confidentiality Agreement, Appendix A.

**Notwithstanding, the above standards for conduct shall not constitute a waiver of the Church's at-will status and do not require cause for termination.**

## Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital or domestic partner status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

The Church strives to provide a work environment free of harassment. Harassment of the Church's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The Church will take all steps necessary to prevent and eliminate unlawful harassment.

The Church advises employees to document any conduct they believe might violate this policy.

**Definition of Unlawful Harassment** "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class. Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

**Definition of Sexual Harassment** While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment. While it is not possible to list all the circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not

- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments
- Inquiries into one's sexual experiences
- Discussion of one's sexual activities

**Complaint Procedure for Discrimination or Harassment** Any employee who believes they have been personally subject to or witnessed discrimination or harassment of another employee, is requested and encouraged to make a complaint. They may bring their complaint directly to their immediate supervisor, Head of Staff, Head of the Personnel Team, Clerk of Session, or any other member of Session with whom they feel comfortable bringing such a complaint. All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality. If the investigation confirms conduct contrary to this policy has occurred, the Church will take immediate, appropriate, corrective action, including discipline and up to termination.

Retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at the Church. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

**Sexual Assault** The Church also prohibits any sexual assault against an employee or any other covered person. "Sexual assault" means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

**Time Limit to Bring Action** Employees will have five (5) years to file a complaint with Oregon's Bureau of Labor and Industries or a court for claims of discrimination, harassment, or retaliation under Oregon laws.

**Non-Disparagement, Non-Disclosure, and Separation Agreements** The Church will not require or coerce an employee to enter into a non-disclosure or non-disparagement agreement, or any other agreement that has the purpose or effect of preventing the employee from disclosing or discussing conduct that constitutes unlawful discrimination, harassment, sexual assault, or retaliation concerning any other protected status under applicable law. The prohibitions in this section apply to conduct that occurred between employees or between the Church and an employee in the workplace or at a work-related event that is off the employment premises and coordinated by or through the Church, or that occurred between the Church and an employee off the employment premises.

Notwithstanding the above, nothing in this policy prohibits employees from requesting to enter into a settlement, separation, or severance agreement with the Church that includes a non-disclosure and/or a non-disparagement provision. The agreement may include a no-rehire clause. The employee will have seven days after executing the agreement to revoke it.

A non-disparagement agreement prohibits criticism by one party related to the other. A non-disclosure agreement prohibits one or both parties from disclosing information related to the agreement, and/or the underlying facts leading to the agreement.

## Sexual Misconduct and Child Protection Policy

It is the policy of St. Andrew's Presbyterian Church (church) that sexual misconduct or child physical or emotional abuse by church clergy, employees, volunteers, or any others serving in the name of the church or on behalf of any church-related organizations or entities, whether or not committed on church premises, is forbidden and will not be tolerated.

Persons covered by this policy include anyone serving as pastor, officer, employee, volunteer, counselor, leader or assistant, supervisor, teacher, or advisor of any kind in this church, as well as all member and non-member adults or children present on the grounds of or participating in programs of the church.

This policy also governs the behavior of everyone who uses church facilities. While everyone is welcome in the church, all visitors must comply with the policy while on church property. When an organization or group applies to use church facilities, the representative of that group must agree with this policy and accept responsibility for seeing that the group complies with this policy.

### Definitions

1. *Sexual Misconduct* includes but is not limited to the following conduct:

- a. Physical sexual contact within a ministerial, supervisory or counseling relationship, whether or not consented to or initiated by the other party involved;
- b. Rape or sexual contact by force, threat or intimidation;
- c. Sexual Harassment as defined below; and
- d. Child Sexual Abuse as defined below.

Sexual Misconduct is a misuse of authority and power, which breaches the trust of leadership. Mutual consent is NOT POSSIBLE when one party is in a position of authority.

2. *Sexual Harassment* is any unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile or offensive working environment.

Sexual Harassment may include but is not limited to activities that are sexual in nature and inappropriate as well as unwelcome to the recipient, such as risqué jokes, innuendo, casual touch or visual contact, insults, hugs and kisses, and suggestive pictures.

3. *Child* is defined as any person who is 18 years old or younger, or enrolled in K-12 education, and on the grounds of or participating in a program of the church.

4. *Child Sexual Abuse* is:

- a. ANY sexual contact or interaction between a child and an adult;
- b. ANY use of a child for the sexual stimulation of an adult, a third party, or the child; or
- c. ANY sexual contact or interaction between children in which one child uses force, coercion, threats, or violence, or is significantly older or more sexually aware than the other child.

Child Sexual Abuse may or may not involve touching. It may include but is not limited to unwelcome and inappropriate risqué jokes, innuendo, casual touch or visual contact, hugs and kisses, and sexually suggestive pictures.

5. *Child Physical Abuse* is a violation of the criminal laws of the state in which the conduct occurred, including physical contact that results in medical injury, bruising, welting, or witnessing acts of physical abuse by an adult toward a child or other adult.

6. *Child Emotional Abuse* is mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning. It includes using words or actions which reasonably imply a threat or intimidation by an adult toward a child.

## **Prevention**

1. Prior to any work in this church, each pastor, officer, employee, volunteer who works with children, or counselor shall sign their agreement to this policy.

2. All pastors, employees, and volunteers who work with children shall be subject to criminal and sexual offender background checks at both state and national levels. When there is a potential for any of these persons to be driving children in a motor vehicle on church business, driving records shall be a part of background checks. They shall resubmit a background check consent form every three years. Conviction for the following crimes shall be considered barriers to employment or volunteer work with children:

- Violent crimes;
- Sexual assault;
- Sexual abuse or neglect of a child; and
- Drug offenses or driving offenses (depending upon position requirements)

Only convictions, not arrest data, are grounds for disqualification. The status or relevance of other crimes will be considered individually.

3. All clergy, employees, and volunteers over the age of 18 who work with directly with children, will receive training in order to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. They will:

- a. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
- b. Know and follow church policies and procedures that protect children against abuse.
- c. Report suspected child abuse or neglect to the appropriate authorities as required by state-mandated reporter laws.
- d. Follow up to ensure that appropriate action has been taken.

4. This policy shall be posted in a central place in the church and published in the church's annual report.

5. Adults are generally to work in pairs when working with children. If a meeting or lesson between one adult and one child is to be held in the church, the meeting or lesson must be approved by a member of the pastoral staff and the parent or guardian must give approval in advance of the meeting. There must be at least one other adult in the church while the meeting is in progress and the meeting should be known to that person. The meeting or lesson should be held in a room that is in reasonable proximity to the other adult or adults. If there are no uncovered windows to an interior hallway of the church, the door to the meeting room shall be open so that a passerby may see into the room. Transportation is not to be provided by an unrelated adult alone with one child unless the parent or guardian has given permission.

6. If an adult must enter a private restroom with a child (to assist in washing hands, for example), the door must remain open. An adult may not assist with toileting without advance permission from the child's parent or guardian.

a. Preschool children should be accompanied to and within the restroom.

b. Children in grades K-5 may use restrooms without an escort, as long as they inform an adult leader where they are going. That leader should watch to ensure they return.

c. It is understood that having one adult taking children to the bathroom may leave an adult alone in the room with multiple children for a short period of time.

7. ALL precautions are to be taken so that all shall know that this church and its activities are places of safety.

### **Identification**

This church monitors events, patterns or trends that can indicate abuse. Physical and behavioral evidence or signs that someone is possibly being sexually abused include, but are not limited to:

- Difficulty in walking;
- Torn, stained or bloody clothing;
- Pain;
- Bruises or bleeding in the genitalia;
- Reluctance to be left alone with a particular person;
- Wearing lots of clothing;
- Nightmares or fear of night.

### **Reporting**

All clergy, employees, and volunteers over the age of 18 must follow Oregon's mandatory reporting requirements.

Any person who is aware of an incident of Sexual Misconduct or Child Physical and/or Emotional Abuse shall IMMEDIATELY report it to a pastor and the chairperson of the Personnel Committee, or, if neither a pastor nor the Personnel Committee chairperson are available and responsive, to the

Stated Clerk or the Advocate of the Cascades Presbytery. An investigation will be conducted, and further action will be taken in accordance with the rules of the Presbytery and the legal requirements of the state. No retaliation is allowed against the person who makes a good-faith complaint of sexual abuse.

### **Investigation**

It is the church's intention to conduct a fair and impartial investigation of every reported incident of Sexual Misconduct or Child Physical and/or Emotional Abuse. Every reasonable effort will be made to keep the matters involved in the reported incident as confidential as possible, while still allowing for a prompt and thorough investigation.

The church cooperates fully with the authorities to investigate all cases of alleged abuse. Any clergy, employee, or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the church or persons given investigative authority by the church. Failure to cooperate fully may be grounds for termination of employment, leadership or volunteer position.

### **Protection**

During an investigation of a reported incident under this policy, the church will take all possible steps to assure the safety of the alleged victim. The alleged perpetrator will be removed from contact with staff and members during the investigation. If the incident involves an allegation of Child Sexual, Physical or Emotional Abuse, the church will immediately remove the accused abuser from further involvement with children until the matter can be investigated.

Pastoral support shall be available and offered to all persons involved in the incident.

The confidentiality of all involved in the alleged incident shall be protected, both during the investigation and in the future. In the event that the incident has become public knowledge, all in the reporting loop will use respect and discretion in acknowledging that the incident has been reported and that all involved are safe and being cared for.

### **Response**

Parents of a child involved in a reported incident under this policy will be timely notified of the reported incident and of the steps the church is taking in response to the incident.

In the event the church is contacted by the media in connection with an incident under this policy, the Session of the church will designate a specific individual to represent the church and serve as the church's spokesperson with respect to the incident. Prior to any contact by the designated spokesperson with any member of the media, the church shall contact and consult with the Stated Clerk or the Advocate of the Cascades Presbytery or legal counsel to obtain an understanding of appropriate statements or admissions and issues of privacy that may apply to the situation.

Analysis of incidents will be conducted to determine whether, and what, changes to policies and

procedures are needed.

**Review**

This sexual abuse policy will be reviewed and updated periodically. It shall be reviewed with clergy, staff and volunteers annually. Maintenance of this policy and procedures is to be the responsibility of the Personnel Committee.

Each clergy, employee, or volunteer who works with children in this church shall signify acceptance of this Sexual Misconduct and Child Protection Policy by signing below. A signature is required by such persons already providing service as soon as reasonably possible after adoption of this policy, and for others before commencing service for the church. A signature will also be required from time to time as the policy is amended or as determined by the Personnel Committee. Records will be kept on file at the church.

**Acceptance**

I, \_\_\_\_\_ [print name] have read and accept this Sexual Misconduct and Child Protection Policy. I hereby affirm that I have not resigned or been terminated from a position for reasons relating to, or been convicted of a crime relating to, Sexual Misconduct or Child Physical and/or Mental Abuse as defined in this policy statement. I authorize the church to conduct required reference and background checks.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Amended and Approved as Policy on June 10, 2021, by action of Session***

## **Alcohol, Drugs and Controlled Substances**

### ***Policy***

The use, sale, transfer, possession, or being “under the influence” of alcohol, drugs, or controlled substances when on duty, on Church property, at Church sponsored events, or in Church vehicles by any Staff Member or volunteer is prohibited.

### ***Purpose***

To maintain a work environment that is safe, pleasant, productive, and in keeping with the purpose and goals of the Church.

### ***Definition***

“Under the influence”: Means unable to perform work in a safe or productive manner and/or being in a physical or mental condition which creates a risk to the safety and well-being of the affected Staff Member, other Staff Members, volunteers, the public or Church property.

### ***Administration***

- Any Staff Member or volunteer who is discovered using, selling, transferring, possessing or being under the influence of alcohol, drugs or other controlled substances when on duty, on Church property, or in any Church vehicle will be subject to disciplinary action including possible termination.
- This policy may, under the common sense rule, apply to the use of prescription medications when prescribed by a licensed physician.

## **Performance Reviews**

### ***Policy***

All Staff Members will be provided with an annual written evaluation relative to work performance.

### ***Administration***

- All Staff Members will participate in a formal evaluation of their work performance with their supervisor and others as determined by the Personnel Team. (See Appendix E.)
- The performance review will be based on the job description and performance goals agreed upon by the Staff Member and his/her supervisor prior to the review. (See Appendix F.)
- All performance reviews will be subject to review by the Personnel Team.
- Performance reviews become a part of the Staff Member's personnel file.

## Terminations

### ***Policy***

At St. Andrew's Presbyterian Church there are three types of terminations from employment: voluntary, involuntary and staff reduction due to changing financial or program conditions.

### ***Purpose***

To establish a consistently applied policy of termination of employment.

### ***Definitions***

Voluntary: A termination initiated by the Staff Member.

Involuntary: A termination initiated by the Church.

Staff Reduction: A termination initiated by the Church that results from changing financial or program conditions that necessitate a reduction in staff.

### ***Administration***

#### **Voluntary Termination**

- For all voluntary terminations of Pastoral staff, procedures described in the Book of Order will be followed.
- For all Support and Intern staff it is requested that advance notice of 2 weeks be given. The written resignation should be given to the employee's supervisor.
- When a Staff Member gives more than 48-hour notice, all pay owed to him/her will be paid on the final day of employment and all Church property, keys, etc. will be collected at this time. If a Staff Member does not give notice of at least 48 hours, all pay owed will be paid to him/her within 48 hours, excluding Saturdays, Sundays and holidays, or at the next regular payday, whichever occurs first. "All pay owed" will include pay for earned unused vacation, but will not include pay for unused Sick Leave.
- All keys, policy manuals and Church property will be collected by the supervisor or the Office Manager at termination.

#### **Involuntary Termination**

- For all involuntary terminations of Pastoral staff, procedures described in the Book of Order will be followed.
- All pay owed to the Staff Member will be paid to him/her and all keys, policy manuals and Church property will be collected by the supervisor at termination.
- All involuntary terminations of Support and Intern staff will be presented to the employee in writing following approval by the Personnel Team and Pastor.

- No severance allowance will be paid, but terminated employees will receive the cash equivalent of their earned unused vacation. There will be no pay for unused Sick Leave.

### **Staff Reduction**

- Because of reorganization, administrative or program changes, budget retrenchment, or other circumstances requiring a reduction in expenses, a staff reduction may be necessary due to no fault of the Staff Member.
- The same procedure for processing the staff reduction as for other involuntary terminations will be followed, except that a Staff Member may be given prior notice of staff reduction and allowed to work out the notice period.

### **General**

- An exit interview will be conducted by the Personnel Team or supervisor with the departing Staff Member prior to the Staff Member's last day of work, when circumstances allow.

## **Grievance Procedure**

### ***Policy***

Staff Members will have an open channel to communicate freely and openly in order to discuss any problems or receive a response to a complaint.

### ***Purpose***

To provide Staff Members with the means to seek assistance and solutions to their individual work-related problems in a non-threatening environment.

### ***Administration***

- When a Staff Member encounters a work-related problem, he or she will first discuss it with his/her immediate supervisor.
- If there is no resolution the matter should then be discussed with the Pastor.
- If a solution still cannot be reached, the Staff Member should prepare a written appeal, explaining the problem in detail and submit it to the Personnel Team.
- The Personnel Team will meet to discuss the matter, including, if indicated, the interviewing of witnesses, taking of testimony and examining of evidence. The Personnel Team will attempt to negotiate a resolution, but if that is not possible, will render a written decision.
- Each step must be completed within five (5) working days of the receipt of an answer from the previous step or the Staff Member notified of the delay and a new specific schedule developed.
- This policy does not preclude a Staff Member from seeking guidance from any member of the Pastoral staff, at any time, for spiritually related or personal issues.

## **Access to Staff Personnel Files**

### ***Policy***

All staff personnel files will be maintained in a confidential manner.

### ***Purpose***

To ensure that staff personnel records are not misused, misplaced or lost, and to protect the confidentiality of personal information.

### ***Administration***

- All personnel files will be maintained secured in the Church office. Access will be available only to those individuals having a need to know, subject to authorization by the Pastor or the chairperson of the Personnel Team.
- If a Staff Member desires to view his/her personnel file, he should contact the Pastor to arrange a mutually agreeable time.
- No information concerning a Staff Member will be released to inquirers, except as required by law, without written consent of the Staff Member.

## Health Insurance

### ***Policy***

St. Andrew's Presbyterian Church provides health insurance for Full Time Staff Members.

### ***Purpose***

To provide assistance to Staff Members in covering the cost of routine and unforeseen catastrophic medical bills.

### ***Administration***

- The health insurance plan will be chosen by the Personnel Team.
- Health insurance coverage begins the first day of the month following the date of hire.
- The Church will pay at least of 50% of the monthly premium for the Staff Member.
- The Staff Member may purchase additional coverage for eligible dependents through payroll deduction.
- Staff Members may elect not to participate in the program but will be asked to sign a waiver statement indicating they have been offered the health care benefit but elect not to take it.
- All Staff Members may participate in a payroll-reduction plan for health insurance coverage as agreed upon with the Personnel Team.

## **Work Related Injuries/Illnesses**

### ***Policy***

All Staff Members are covered by a Workers' Compensation Insurance Program.

### ***Purpose***

To establish a procedure for providing medical treatment, rehabilitation and partial payment for lost wages due to disabilities from work related injuries and illnesses and meet state requirements.

### ***Administration***

- The Church provides Workers' Compensation Insurance for all Full Time and Part Time Staff Members.
- All work related injuries and illnesses must be reported immediately to the supervisor; the supervisor will complete an injury report and forward it to the Office Manager for record keeping purposes and if necessary, appropriate reporting to the insurance company.
- If medical care is needed, it will be provided through the Workers' Compensation Insurance program.
- If time off is required due to the injury or illness, the Staff Member will be entitled to full pay for the first day; and partial salary replacement for subsequent days through the Workers' Compensation Insurance program, in accordance with Oregon's worker compensation law.
- Staff Members returning to work after a work related injury or illness must present a written release from their physician to their supervisor indicating their ability to perform the essential functions of their job.

## **Holidays**

### ***Policy***

St. Andrew's Presbyterian Church observes the following holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the day after Thanksgiving, Christmas, and the day after Christmas. When any of these fall on a Saturday or Sunday either the preceding Friday or following Monday will be the holiday.

### ***Purpose***

To establish Church policy for recognized holidays and the administration of payment for those holidays.

### ***Administration***

- Full Time Staff Members will be paid at their regular rate for recognized holidays.
- Should a recognized holiday fall during a Staff Member's vacation period, that day will not be counted as a vacation day.
- No holiday pay or compensatory time off will be paid to a Staff Member on Leave of Absence when a holiday occurs.
- Part Time Staff Members may choose a day to take off during the same week when a recognized holiday falls on the Staff Member's normal day off. This day must be approved by the Staff Member's supervisor in advance.

## **Vacations**

### ***Policy***

All Staff Members shall earn vacation time on a fiscal year basis as provided in their Terms of Appointment.

### ***Purpose***

To establish and define the procedure relative to paid vacation time for Staff Members and to ensure adequate coverage for the church.

### ***Administration***

#### **Support Staff**

- Full Time employees vacation time shall be given as follows:
  - a. After 6 months continuous employment, 5 working days.
  - b. After 12 months continuous employment, an additional 5 days for a total of 10 working days per year.
  - c. After 5 years of continuous employment, 1 additional working day for each year of continuous employment, to a maximum of 20 working days per year.
- Part Time employees will be given vacation time as established at the time of hire or at the annual review of Terms of Appointment.
- Vacation time will be accrued incrementally and unused vacation time will be paid on a prorated basis at the end of employment.

#### **Pastoral Staff**

Vacation time for Pastoral Staff is determined by the individual Pastor's Terms of Call.

#### **All Employees**

- Vacation time must be taken within the Church fiscal year. Arrangements to accumulate time beyond that limitation for specific purposes may be requested of the Personnel Team in writing. Notice of request for vacation time shall be given to the supervisor at least 30 days in advance on the Time Away Request Form. See Appendix B.

## Leaves of Absence

### ***Policy***

At St. Andrew's Presbyterian Church there are eight types of leaves of absence: Sick Leave, Personal Leave, Parental Leave, Family Medical Leave, Military Leave, Bereavement Leave, Jury Service Leave, and Sabbatical Leave. Requests for any leave of absence must be in writing, stating the purpose and the duration of the leave.

### ***Purpose***

To define policy and establish procedures relative to the authorized absence of a Staff Member for an extended time period.

### ***Definitions***

<u>Sick Leave:</u>	A paid leave of absence for a Staff Member's short-term illness.
<u>Personal Leave:</u>	A leave of absence for identified reasons that do not qualify under any other defined leave of absence.
<u>Parental Leave:</u>	An unpaid leave of absence for the mother or father following the birth or the adoption of a child.
<u>Family Medical Leave:</u>	An unpaid leave of absence to care for an immediate family member (spouse, child or parent) with a serious health condition; or when the Staff Member is unable to work because of a serious health condition, illness or disability.
<u>Military Leave:</u>	A leave of absence for required military service.
<u>Bereavement Leave:</u>	A paid leave of absence when needed following the death of an immediate family member.
<u>Jury Service Leave:</u>	A paid leave of absence to serve jury duty.
<u>Sabbatical Leave:</u>	A paid leave of absence for pastoral staff members.

### ***Administration***

### **Sick Leave**

- All Full Time and Part Time Staff Members will receive the equivalent of 10 working days of Sick Leave each fiscal year.
- Unused Sick Leave will accrue from year to year to a maximum of 30 days.
- Any Staff Member who is ill and using Sick Leave must notify his/her supervisor at the beginning of his/her shift and complete a Time Away Request Form after he/she returns to work for record-keeping purposes. See Appendix B.
- At the time of termination (either Voluntary or Involuntary) an employee will have no claim for pay in lieu of unused Sick Leave.

### **Personal Leave**

- Staff Members who have been employed at least six (6) continuous months and regularly work 30 or more hours a week are eligible to take a paid Personal Leave, for an identified reason, for up to four (4) days per year. Personal Leave is designed to allow Staff Members to have paid time off to take care of personal needs such as medical appointments, car repairs and the like and is not to be used as vacation time.
- Requests for unpaid Personal Leave will be subject to the approval of the Staff Member's supervisor, the Pastor and the Personnel Team, and will be considered on an individual basis based on all facts concerning the request.
- An unpaid Personal Leave will be granted only if such an absence will not disrupt the programmatic and staffing needs of the church.
- A Staff Member who returns to work at the end of an unpaid Personal Leave will normally be returned to his/her former position if the position is still available. If the position is no longer available, the Staff Member will be considered for another position, if one is available. If no other position is available the Staff Member will be subject to termination as a staff reduction.

### **Parental Leave**

- Unpaid Parental Leave may be taken up to twelve (12) workweeks (total combined time for the mother and father) following the birth or adoption of a child.
- A Staff Member must give at least 30 days advance notice in writing to his/her supervisor prior to taking a Parental Leave.
- A Staff Member returning from Parental Leave will be reinstated to his/her former position or if it is no longer available, to an equivalent position.

### **Family Medical Leave**

- Staff Members who have completed at least 90 days continuous employment are eligible to take an unpaid Family Medical Leave for a maximum of twelve (12) workweeks during a twelve month period with written documentation of the need for the leave.

- A Staff Member will submit a written request for the Family Medical Leave along with a physician's or appropriate agency's written statement certifying the need for the leave and estimating the return date to his/her immediate supervisor.
- The supervisor will secure the approval of the Pastor and the Personnel Team.
- At any time during an approved Family Medical Leave the Church may request a status update from the Staff Member's physician or appropriate agency regarding the Staff Member's continuing disability or need for time off.
- The Church cannot guarantee reinstatement of a Staff Member returning from a Family Medical Leave, but every effort will be made to return him/her to the previous position or an equivalent one. If there is no position available upon a Staff Member's return h/she will be subject to termination as a staff reduction.
- In the case of a Family Medical Leave for work-related illness or injury a staff member is eligible for a Family Medical Leave of Absence at any time during his/her employment period, with appropriate medical certification of need. Duration of leave and reinstatement will be reviewed by the Personnel team on an individual case by case basis.

#### **Military Leave**

- The Church will comply with all state and federal laws concerning leaves for military service.

#### **Bereavement Leave**

- A Staff Member may be granted up to three paid working days off when needed due to the death of an immediate family member. An immediate family member includes spouse, mother, father, child, grandparent, grandchild or sibling.
- Additional unpaid Bereavement Leave may be granted for compelling reasons subject to the approval of the Pastor and the Personnel Team.

#### **Jury Service Leave**

- Staff Members will be granted a paid leave to serve on jury duty when summoned to do so.
- When a Staff Member is summoned to jury duty he or she will present the summons to his/her supervisor upon receipt of the summons from the courts.
- The supervisor will arrange for the Staff Member to be placed on Jury Service Leave for the duration of the jury service time and the Staff Member will continue to receive his/her salary.
- Upon completion of the jury service, the Staff Member will turn over any money received for jury service to the Bookkeeper.

#### **Sabbatical Leave**

- Sabbatical Leave shall be administered according to Presbytery requirements.

## General

- All requests for all types of leave of absence will be submitted in writing to the Staff Member's supervisor and the Personnel Team on the Time Away Request Form. See Appendix B.
- Requests for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave and must be accompanied by a physician's or other appropriate written statement that certifies the need for the extension.
- Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.
- Staff Members will not accrue length of service time for the portions of a leave of absence in excess of 30 days.
- Staff Members on a leave of absence must communicate on a monthly basis to their supervisor regarding their status and estimated return to work date.
- If a holiday falls during an unpaid leave of absence the Staff Member will not receive pay for the holiday.

## **Dependent Care Assistance Program**

### ***Policy***

St Andrew's has established a Dependent Care Assistance Program intended to qualify under Internal Revenue Code (IRC) Section 129

### ***Purpose***

To provide qualified employees with the opportunity to take advantage of dependent care assistance reimbursement payments that would normally be deductible under IRC Section 21 (b) (2).

### ***Administration***

- Notification of the terms of the program, including qualifying expenses, amount of benefits, payment of benefits and annual statement information will be provided to eligible employees by the Bookkeeper, Treasurer or Stewardship Team.

## Employee Whistleblower Protection Policy

It is the intent of St. Andrew's Presbyterian Church to adhere to all laws and regulations that apply to the organization. The purpose of this Policy is to support the church's goal of legal compliance with Oregon Revised Code including **659 A.199 Prohibited conduct by employer. (1) It is an unlawful employment practice for an employer to discharge, demote, suspend, or in any manner discriminate or retaliate against an employee with regard to promotion, compensation, or other terms, conditions, or privileges of employment for the reason that the employee has in good faith reported information that the employee believes is evidence of a violation of a state or federal law, rule, or regulation.** Employees have the responsibility to cooperate with compliance requirements as necessary to achieve compliance.

Anyone filing a concern regarding illegal, improper, or unethical activity must be acting in good faith and have reasonable grounds for believing an illegal, improper, or unethical activity has occurred. Any allegations that prove to have been made maliciously or knowingly to be false will be subject to disciplinary action.

The pastors and personnel team of St. Andrew's Presbyterian Church shall keep confidential reported concerns of suspected illegal, improper, or unethical activity to the extent possible, consistent with the need to conduct an adequate investigation.

The Personnel Team of the Session of St. Andrew's Presbyterian Church is obligated to complete a full and unbiased investigation which is to be resolved within a reasonable time frame. Appropriate corrective action will be taken if warranted by the investigation. The person filing a report or concern will receive acknowledgement of receipt of the report and be notified of the outcome of the investigation as appropriate.

## Revision History

The Personnel Policies Manual was approved by the Session on July 20, 1999, pending legal review. Legal Review was performed during the week of July 27, 1999. The final copy was presented to the Session on August 17, 1999. Effective date is July 20, 1999.

Rev #	Effective Date	Approved by	Editor	Description
V1.0	7/20/99	Personnel Team: Mac Heitzhausen, Mary Nienow, Barbara Bledsoe, Charlie Brown	Mary Nienow	Initial document creation.
V1.1	2/20/01	PT: Barbara Bledsoe, Mary Nienow, Tom Wright, Annell Eaton, Session on 2/20/01	Mary Nienow	Add Dependent Care Assistance, Updated Confidentiality Agreement (no changes) Changes to Health Insurance pg. Updated Table of Contents for above changes, Updated Sexual Misconduct Policy and Questionnaire (no changes)
V1.2	8/24/04	PT: Marianne Parshley, Margaret Hedrick, Gail Planck	Gail Planck	Updated vacation accrual and definition of full-time employment.
	9/15/04	Patty Campbell-Schmitt PT: Gail Planck	Elizabeth Anderson	Updated Personnel Team Ministry Description
	05/08/05	PT: Gail Planck, John Sherwood, Margaret Hedrick, Marilyn Bishop	Marilyn Bishop	Revision of Sexual Misconduct Policy
V2.3		PT: Ric Tower, Lorinda Moholt, Steve Cook, Amy Houchen	Amy Houchen	Incorporated confidentiality agreement (12/16/07) with no further changes; Employee Whistleblower Protection Policy (1/15) with no changes; added appendices for evaluation forms (3-Month Interview and Goal-Setting Plan) and Summary of Employment form.

	6/16/18	PT: Ric Tower, Steve Cook, Amy Houchen, Rebecca Nasson	Amy Houchen	Revision of Sexual Misconduct and Child Protection Policy.
v. 2.4	6/10/21	Amy Shepro Tanous, Amy Houchen, Rebecca Nasson	Amy Houchen , Rebecca Nasson	Revision of Sexual Misconduct and Child Protection Policy
v. 2.5	8/4/21	Amy Shepro Tanous, Amy Houchen, Rebecca Nasson	Amy Shepro Tanous, Amy Houchen	Addition of Discrimination and Workplace Harassment Policy in accordance with Or. SB 726

## Appendix A – Confidentiality Agreement Form

In the course of employment by St. Andrew’s Presbyterian Church, employees, independent contractors, and volunteers may necessarily receive, handle, or process confidential information. According to the rules of the Presbyterian Church (USA), certain church files and records, as well as their contents, must be preserved as absolutely confidential. Such confidential information includes, but is not limited to, the following: Personnel files of current or past staff members, executive session minutes, family files, information about appointments, personal or personnel matters, telephone calls, and financial records.

It is the policy of St. Andrew’s Presbyterian Church that nothing learned by employees, independent contractors, or volunteers with respect to such confidential information shall be revealed to unauthorized persons; no confidential documents may be copied, except with explicit permission of the Pastor; and access to files and records shall never be given to unauthorized persons.

Breaches of confidentiality may be grounds for disciplinary action, including dismissal.

I have read and understand the above stated policy which related to the handling of confidential information; and I agree to abide by this policy as an employee, independent contractor, or volunteer of St. Andrew’s Presbyterian Church.

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Signature

Date

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Printed Name

Acknowledged/Witnessed:

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Signature

Note: Approved as Policy on December 16, 2007 by action of the session to be added as an addendum to Personnel Policies of St. Andrew’s Presbyterian Church.

## Appendix B – Time Away Request Form

Time Away Request - to be submitted at least 30 calendar days ahead of requested absence.

Employee name: \_\_\_\_\_ Date: \_\_\_\_\_

Circle appropriate time use:

- Vacation
- Sick Leave
- Personal Leave
- Continuing Education
- Professional Conference/Retreat

Brief description and location:

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Time away from work begins:

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Date returning to work:

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Total work days/hours away:

---

Comments and additional information:

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Employee Signature:

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Approved:    Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

After obtaining your supervisor's signature, please forward this form to the Personnel Team Leader for approval. You will receive a copy of the signed form as confirmation.

Personnel Team Leader: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix C – Three-month Interview of New Employees**

*Employee Name*

*Position*

*Date started in position*

*Date of interview*

*Interviewing Team: (indicate name of person from each area)*

*Personnel:*

*Session Committee:*

*Supervisor:*

*Review: (have copies for interview team and employee)*

*Job Description*

*Pay Authorization*

*Supervisor/s*

*Do you feel that the job description is accurate in what you have experienced so far?*

*Are there things listed that don't seem to apply or things that should be included that are not?*

*Have you had contact with the person/s who are your direct supervisor? Was this contact helpful?*

*Does the process for recording your hours or weeks work well for you? If not, what else might be helpful?*

*Are you aware of the payment schedule that is being used by the church bookkeeper? (Have a copy of this for the interview team).*

*Goals for the next year:*

*Concerns:*

*Recommendations:*

Appendix D – Summary of Employment Form

This document identifies certain terms of employment for (name) with St. Andrew’s Presbyterian Church. It does not establish an employment contract or override the employment at will policy described in the Personnel Policy Manual.

- 1. **Position:**
- 2. **Date of employment:**
- 3. **Compensation:**
- 4. **Hours:**
- 5. **Vacation:**
- 6. **Period covered:**
- 7. **Reports to:**
- 8. **Ministry team:** Personnel

Acknowledged and agreed to by: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone & E-Mail

\_\_\_\_\_  
Personnel Team Representative Date

Cc: Personnel File, Personnel Team, Bookkeeper, Pastor, and Employee.



Appendix F – Goal Setting Plan

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Together with your supervisor select two to three goals you wish to achieve over the course of the next year. These should be challenging but attainable, and may be personal, job related, or related to a significant church concern. After listing each goal, also state your plan of action to achieve this goal.

GOAL #1:

Plan of action to achieve goal:

GOAL #2:

Plan of action to achieve goal:

GOAL #3:

Plan of action to achieve goal:

Staff Signature & date: \_\_\_\_\_

Supervisor's signature & date: \_\_\_\_\_