

Presbytery of Denver Employee Handbook



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Introduction

These policies as established by the Presbytery of Denver apply to all staff of the Presbytery as well as serve as a guideline for its member churches, sessions, and other subsidiary organizations. They are designed to be consistent with all applicable provisions of the New Form of Government (NFOG). The Presbytery of Denver is free to amend, modify, and change these policies at any time and will keep employees informed of all such modifications or changes.

This handbook is designed to acquaint employees with the Presbytery of Denver and some information about working here. The handbook is NOT all inclusive, but it is intended to provide employees with a summary of some of the organization's guidelines. This edition replaces all previously issued editions.

Employment with the Presbytery of Denver is at-will. Employees have the right to end their work relationship with the Presbytery of Denver, with or without advance notice for any reason. The Presbytery of Denver has the same right. The language used in this handbook and any verbal statements made by management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration. No representative of the Presbytery of Denver has the authority to enter into an agreement of employment for any specific period and any such agreement must be approved by the Council of the Presbytery of Denver.

No employee handbook can anticipate every circumstance or question. After reading this handbook, employees that have questions should talk with the chairperson of the Personnel Work Group.

Theology of Employment

The Presbytery of Denver, a regional governing body of the Presbyterian Church (U.S.A.) is a community of faith called into being by God's grace offered through the life, ministry, death, and resurrection of Jesus Christ. As such it is a community of people known for its beliefs as well as by its actions.

- The Presbytery of Denver celebrates creation as an ongoing work of God in the world. It also acknowledges the sovereignty of God and the Lordship of Jesus Christ over the church.
- The Presbytery of Denver is made up of people called by God into a covenant relationship. Here gifts are recognized and used for the divine purposes of God.
- The Presbytery of Denver is a servant community. It willingly offers its life for all.
- The Presbytery of Denver is an interdependent community within which particular responsibilities are accepted and acted upon.
- The Presbytery of Denver is sent to be Christ's faithful evangelist by: "participating in God's mission to care for the needs of the sick, poor, and lonely, to free people from sin, suffering, and oppression; and to establish Christ's just, loving, and peaceable rule in the world." (F-1.0302d BoO)

- Implicit in our theology are certain basic assumptions about persons. These assumptions about the value of people are taken into in the employment practices of the Presbytery of Denver.
- The Presbytery of Denver believes that persons are created in the image of God. God is the creator; therefore the creativity of those made in God's image must be recognized and protected.
- The Presbytery of Denver supports the Gospel that sets people free from bondage to assume responsibility for themselves. This means that in the acceptance of this freedom a person finds worth and dignity. To deny the opportunity for the exercise of this freedom is to deny the worth and dignity of the individual.
- There are particular values that the Presbytery of Denver affirms throughout its work. Among those values are its desire for vital congregations, a spirit of mutual and interdependent partnership, a goal of being and creating caring communities, strong leaders who are empowered to be responsive to the high mission of the church in service to Christ. All employees of the Presbytery are expected to hold to these values in their work and ministries.
- A covenantal relationship is the best expression of the employment agreement. It is an agreement in which two parties agree to function together in a certain way to achieve a desired outcome, objectives, or purpose.
- The Presbytery of Denver values the contributions of all its employees and believes in the Biblical concept of shared responsibilities. "But as it is, God arranged the members in the body, each one of them, as he chose. If all were a single member where would the body be? As it is, there are many members, yet one body." (I Corinthians 12:18-20 NRSV)

Commitments Regarding Employment Environment

Life Together in the Community of Faith: Standards of Ethical Conduct Approved by the 210th General Assembly (1998)

Though this employee handbook is specifically for those employed by the Presbytery of Denver, we recognize that we are a part of the larger Presbyterian Church (U.S.A.) family and want to abide by the ethical standards of conduct approved by our denomination. The following represent those standards as well as the expectations of employees of the Presbytery of Denver.

Volunteer Non/Ordained Employee Section

As an employee or volunteer in an entity, governing body, or congregation associated with the Presbyterian Church (U.S.A.), I commit myself to the following standards of ethical conduct.

I. I will conduct my life in a manner that will support the ministry of my workplace. Therefore I will:

1. Be honest and truthful in my relationships with others;
2. Treat all persons with equal respect and concern;
3. Maintain a healthy balance among the responsibilities of my position, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;

4. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs; and
5. Refrain from gossip and abusive speech.

II. I will conduct myself at my workplace in a manner that will support its ministry. Therefore I will:

1. Honor relationships within the workplace and observe appropriate boundaries;
2. Be judicious in the exercise of the power and privileges of my position;
3. Avoid conflicts of interest that might compromise the effectiveness of my work;
4. Refrain from exploiting relationships within the workplace for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy;
5. Respect the privacy of individuals and not divulge information obtained in confidence without express permission unless an individual is a danger to self or others;
6. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
7. Claim only those qualifications actually attained, give appropriate credit for all sources used in papers, music, and presentations, and observe copyrights;
8. Observe limits set by the appropriate governing body for honoraria;
9. Deal honorably with the record of my predecessor and, upon leaving a position, speak and act in ways that support the work of my successor;
10. Be a faithful steward of and fully account for funds and property entrusted to me;
11. Accept the appropriate guidance of those to whom I am accountable;
12. Participate in continuing education and seek the counsel of mentors and professional advisors;
13. Show respect and provide encouragement for colleagues; and
14. Cooperate with persons of other faith traditions.

Ordained Employee Section

As an ordained officer in the Presbyterian Church (U.S.A.), in obedience to Jesus Christ, under the authority of Scripture and guided by our Confessions, I affirm the vows made at my ordination, confirm that Jesus Christ is the pattern for my life and ministry and, relying on God's grace, commit myself to the following standards of ethical conduct.

I. I will conduct my life in a manner that is faithful to the gospel and consistent with my public ministry. Therefore I will:

1. Practice the disciplines of study, prayer, reflection, worship, stewardship, and service;
2. Be honest and truthful in my relationships with others;
3. Be faithful, keeping the covenants I make and honoring marriage vows;
4. Treat all persons with equal respect and concern as beloved children of God;
5. Maintain a healthy balance among the responsibilities of my office of ministry, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
6. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs;
7. Refrain from gossip and abusive speech; and
8. Maintain an attitude of repentance, humility, and forgiveness, responsive to God's reconciling will.

II. I will conduct my ministry so that nothing need be hidden from a governing body or colleagues in ministry. Therefore I will:

1. Preach, teach, and bear witness to the gospel of Jesus Christ with courage, speaking the truth in love;
2. Honor the sacred trust of relationships within the covenant community and observe appropriate boundaries;
3. Be judicious in the exercise of the power and privileges of my office and positions of responsibility I hold;
4. Avoid conflicts of interest that might compromise the effectiveness of my ministry;
5. Refrain from exploiting relationships within the community of faith for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy;
6. Respect the privacy of individuals and not divulge information obtained in confidence without express permission, unless an individual is a danger to self or others;
7. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
8. Claim only those qualifications actually attained, give appropriate credit for all sources used in sermons, papers, music, and presentations, and observe copyrights;
9. Refrain from incurring indebtedness that might compromise my ministry;
10. Be a faithful steward of and fully account for funds and property entrusted to me;
11. Observe limits set by the appropriate governing body for honoraria, personal business endeavors, and gifts or loans from persons other than family;
12. Accept the discipline of the church and the appropriate guidance of those to whom I am accountable for my ministry;
13. Participate in continuing education and seek the counsel of mentors and professional advisors;
14. Deal honorably with the record of my predecessor and upon leaving a ministry or office speak and act in ways that support the ministry of my successor;
- **15. Participate in the life of a ministry setting I left or from which I have retired only as directed by presbytery;
- **16. Provide pastoral services for a congregation I previously served only as directed by the presbytery and provide pastoral services to members of other congregations only with the consent of their pastors; and
- **17. Consult with the committee on ministry in the presbytery of my residence regarding my involvement in any ministry setting during my retirement.

III. I will participate as a partner with others in the ministry and mission of the Church universal. Therefore I will:

1. Participate in the mission and governance of the Presbyterian Church (U.S.A.) and work for the unity of the holy catholic church;
 2. Show respect and provide encouragement for colleagues in ministry;
 3. Recruit church members responsibly, respect existing congregational relationships, and refrain from exploiting persons in vulnerable situations; and
 4. Cooperate with those working in the world for justice, compassion, and peace, including partners in ministry of other faith traditions.
- ** These standards apply only to pastors; they also apply to commissioned ruling elders when they are performing pastoral functions.

Equal Opportunity and Affirmative Action

All employment policies and practices including recruiting, selection, benefits, compensation, performance reviews, promotion, transfers, discipline, training, and separation will be administered without regard to race, color, national origin, gender, age, marital status, sexual orientation, creed, protected disability status, citizenship status, genetic information, uniformed service (e.g. U.S. Armed Forces or National Guard), status as a Vietnam Era or special disabled veteran in accordance with applicable federal, state and local laws, or veteran status, or religious affiliation (except where a category is determined to be a bona fide occupational qualification) or any other characteristic protected by law. The Presbytery of Denver strongly opposes and will not tolerate any form of discrimination by or towards its employees.

Anti-Harassment Policy

The Presbytery of Denver strongly opposes and will not tolerate any form of harassment by or towards its employees. This policy includes, but is not limited to, harassing comments, behaviors, or conduct based upon the protected categories listed above (e.g. race, color, national origin, and so forth).

Harassment includes sexual harassment, which is a form of sexual misconduct, and is illegal under state and federal laws. Sexual harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors and other unwelcome verbal or physical conduct or communication of a sexual nature when:

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

Examples of harassing behavior may include, but are not limited to: insulting, obscene or profane language; unwelcome disparaging comments about physical appearance, manner of dress, attire; unwelcome jokes, innuendo; displaying inappropriate cartoons, photographs, computer screen savers or wallpaper; unwelcome and/or inappropriate touching of another employee's body; and any other harassing behavior that is abusive or offensive to another reasonable person and which creates an intimidating, hostile, or offensive working environment.

The scope of this policy is not limited to the physical location of the employee's workplace and relationships with other employees at this location. It includes contacts anywhere in connection with carrying out employee responsibilities and relationships with employees, volunteers, and members of Presbyterian Church (U.S.A.), governing bodies, entities, committees, and/or related entities.

Reporting Discrimination and Harassment

Any employee who knows of or becomes aware of discrimination, harassment, or perceived harassment, whether or not that employee is the victim or target of the discrimination or harassment, should report it immediately to the Head of Staff and/or Personnel Work Group Chair. The Presbytery values and respects its employees, takes seriously all complaints of discrimination or harassment, and will not tolerate unlawful and improper conduct by any of its employees or by any third party non-employee toward its employees.

Sexual Misconduct

It is the policy of the Presbytery of Denver to maintain a workplace free from any form of sexual misconduct or sexual harassment by any employee, minister member of Presbytery or any other person or persons associated with the Presbytery.

The Presbytery of Denver has adopted a "Policy and Procedure on Sexual Misconduct" which explicitly prohibits professional misconduct of a sexual nature. This policy and procedure of the Presbytery of Denver applies to all continuing members of Presbytery (all ordained ministers), all persons on other rolls of Presbytery (commissioned ruling elders, commissioned church workers, certified Christian educators, inquirers and candidates), all employees of Presbytery (whether ordained to church office or not), and all who serve in the work of, or function on behalf of, the Presbytery as volunteers of the Presbytery.

The Presbytery shall periodically provide training on sexual misconduct for ministers, commissioned ruling elders, employees and volunteers. Attendance shall be required of all employees.

It is essential that all employees read and understand the policy, acknowledge that they have done so, and formally consent to being bound by the Presbytery's discipline in the matter. Any Presbytery approved updated policies must also be acknowledged in writing by the staff. A signed copy of the Policy Acknowledgment form will be retained by the Stated Clerk and in the employee's personnel file.

Employment Information

Employment Categories

Leadership Staff

All persons, lay or clergy, who are "called" by the Presbytery are considered Leadership Staff. For personnel purposes, Presbytery elected officers who are paid on the minimum basis of at least half time are considered Leadership Staff.

Administrative Executive Staff

Administrative Executive Staff use discretion or independent judgment with regard to matters of significance regarding the work of the Presbytery of Denver.

Support Staff

Persons whose functions support the ongoing operation of the Presbytery and its Leadership and Administrative Executive Staff are considered Support Staff.

Head of Staff

In accordance with Presbytery bylaws, the Presbytery Pastor is designated Head of Staff for all employees except Presbytery elected officers. Presbytery elected officers working at the Presbytery Center, however, shall observe and be guided by all office conventions established by the Head of Staff. In the event the Head of Staff position is unfilled or otherwise unable to function, the Personnel Work Group will recommend a person to be designated temporary Head of Staff.

Positions Not Covered by These Personnel Policies

The following persons are not considered employees for the purposes of these personnel policies:

- New Church Development Organizing Pastors and NCD compensated staff
- Contract personnel
- Unpaid volunteers

Full-time

For purposes of these practices and policies, full-time employees work a minimum of 35 hours per week, consistent with the Presbyterian Church (U.S.A.) Board of Pensions definition of "full-time." However, a normal work week will be considered 40 hours.

Part-time

Part-time employees work less than 35 hours per week. Paid time off may or may not be provided to part-time employees, depending upon the conditions of employment as determined by the Personnel Work Group.

Temporary

Temporary employees are hired in a job established for a temporary period or for a specific assignment. Temporary employees are not paid for holidays, sick leave, or other leaves, and do not earn vacation leave. They are not eligible for pension plans, health benefits, or other benefits. If they are non-exempt employees and work more than the normal weekly work schedule, they will be paid at the regular rate for hours up to 40 per week, and time and a half for above 40 hours. If a temporary employee joins the regular staff, his/her temporary employment may be considered as credited service in computing entitlements to vacation and other benefits.

Interim

Interim positions may be established to provide continuity in the work of the Presbytery. A position description will be prepared by the Personnel Work Group in consultation with the Council. It will clearly identify the skills needed, the goals to be accomplished during the period of service, the accountability of the position, and whether the person working in the interim position is eligible for employment in a permanent position. Compensation and benefits will be outlined as will appropriate intervals for review of the work of the individual. Termination for cause will follow the Presbytery's policy as outlined in this handbook. Termination of an interim contract may be initiated by either party according to the provisions of the contract.

Exempt

Exempt employees are not eligible to be paid overtime. Leadership and Administrative Executive staff members are generally considered to be exempt. With exempt positions an employee works as many hours as needed to complete the work and they are not eligible for overtime.

Non-Exempt

Non-exempt employees are paid overtime for all hours worked in excess of 40 hours per week or offered compensatory time off. Note: In accordance with federal and state laws and Church policy, ordained ministers of the Word and Sacrament are considered self-employed persons engaged in the exercise of their ministry, and not subject to withholding for certain taxes, nor are they covered under Unemployment Insurance. They are, however, included in all other policies which apply to "employees".

Recruitment and Selection

The Presbytery of Denver is an equal opportunity employer, hiring without regard to race, cultural background, age, sex, or marital status. Persons will be employed and treated during employment without regard to race, color, religion, sex, or national origin in accordance with

Revised Order #4, HEW Guidelines for institutions of our type, 1965 Civil Rights Bill Title #7, and/or other guidelines pertinent to operational missions of the Presbytery. Minorities and women receive equitable treatment in employment, retention, and promotion.

Selection of new employees shall be made on the basis of such factors as ability, aptitude, experience, training, education, character, personality, and relevant physical ability. The best qualified person shall be chosen without regard to race, color, physical handicap, age (except for legal requirements), sex, political or other afflictions, or church membership except as stated in the following paragraph.

In positions for which knowledge and belief in the Presbyterian doctrine are essential to optimum job performance, the Presbytery holds and exercises the legal right to stipulate Presbyterian Church membership as a necessary qualification.

The Presbytery through its Council may hire staff as it deems necessary in accordance with these guidelines, any applicable Presbytery approved staff rationale, and the Book of Order. An exception exists for the Presbytery Pastor and Stated Clerk who are elected and/or called by the Presbytery. All exempt staff positions shall be approved by the Presbytery upon recommendation of Council before hiring occurs.

The following steps will be observed in the hiring process:

1. A written position description that accurately reflects the job functions of Leadership Staff will be developed by the Council or appointed body and approved by the Presbytery. The Presbytery Council will appoint or elect a search committee.
2. A written position description that accurately reflects the job functions of Administrative Executive Staff and Support Staff will be developed by the Personnel Work Group.
3. If the position is advertised, it shall state that the Presbytery of Denver is an Equal Employment Opportunity employer.
4. References shall be kept for one (1) year for all applicants.
5. Care shall be taken during the interviews to see that the privacy of the individual is protected. All questions shall be job-related.
6. An offer for employment will be extended with an appropriate time given for reply. A document and/or memo setting forth the terms of employment will be signed by the new employee and the appropriate representative of the Presbytery. In the case of the Presbytery Pastor and Stated Clerk, the person to be called will be presented to the Presbytery by the search committee for election.

Orientation Period

The first three months of employment in a non-exempt position constitute an orientation period. Neither pay in lieu of notice nor severance pay will be given an employee whose employment is terminated during the orientation period. During the orientation period of employment the employee is entitled to accrued sick leave, paid holidays observed by the Presbytery, coverage as provided by the State Workers' Compensation, and absence for jury duty. If absent for any other reason, pay will be deducted for the time absent. A non-exempt employee is not eligible for participation in the Benefits Plan of the Presbyterian Church (U.S.A.) until after three (3) months of employment.

Prior to regular employment, a performance appraisal is prepared and discussed with the employee by his/her supervisor. When all requirements for regular employment are completed satisfactorily, regular employment shall begin with the next pay period. At the completion of the orientation period should employment be terminated for any reason, pay in lieu of notice or

severance pay may be given if recommended by the Personnel Work Group and approved by the Presbytery Council.

Compensation and Expense Administration

Pay Practices

1. All employees will be paid on the 15th and the last day of each month. When those days fall on a weekend or holiday employees will be paid the preceding work day.
2. Overtime for non-exempt employees working more than 40 hours per week will be paid at 1.5 times the regular rate of pay or they will be offered compensatory time off. Non-exempt employees must record time worked on a daily basis and will be paid overtime according to current Federal law requirements. For purposes of calculating overtime payments, holidays are included as hours actually worked.
3. Required attendance at meetings for non-exempt staff outside normal working hours shall be considered overtime and shall be compensated as indicated or offered compensatory time off.
4. Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis.

Compensation Review

1. Changes in terms of call for ordained staff in leadership staff positions will be approved by the Presbytery at the last Presbytery Assembly of the year for the following year, upon recommendation of the Council and its Personnel Work Group.
2. Individual salaries for Administrative Executive and Support staff shall be recommended to the Council for inclusion in the proposed budget.
3. Salary levels shall be maintained so that they are consistent internally, responsive to changes in the cost of living, and in keeping with the Presbytery's compensation standards. Salary scales for staff shall be in keeping with the provisions of Federal laws covering minimum wages.

Reimbursed Professional Expenses

Employees may be reimbursed for ordinary and necessary expenses required for the performance of ministry and programs within and on behalf of the Presbytery.

1. Reimbursable Expenses -
 - o Mileage - Employees will be reimbursed for miles driven for work related travel. The reimbursement will be based on actual miles driven and reported by the employee. The reimbursement rate will equal the current IRS guideline, found at www.irs.gov.
 - o Professional job related expenses - Expenses in this category include books, periodicals, professional dues, entertaining, cell phone or internet charges, and hospitality costs incurred in the performance of the duties associated with a position. Qualifying expenses must be substantiated or the money received becomes taxable as regular income.
2. Continuing Education - The Presbytery of Denver supports and encourages staff to update and acquire new skills related to their positions. See the Study/Continuing Education Leave section for more details.

Performance Review and Evaluation

Employees shall have an annual performance review with the participation of the employee, the Personnel Work Group, and Head of Staff. The Head of Staff and Stated Clerk performance reviews shall be conducted annually by the Personnel Work Group and may request input from Council members and other appropriate members of the Presbytery. Other employees shall have an annual review with the Head of Staff, Personnel Work Group, and other appropriate persons designated by the Head of Staff.

The purpose of this review is to provide an opportunity for an open and frank discussion about each staff member's job. The discussion may focus on each participant's view of the job in terms of goals, expectations, definitions, areas of success and needs for improvement. The purpose of this type of review is to discuss how the employee is doing, and assure that a shared understanding of future job requirements is achieved.

In the event of unsatisfactory work, a written notice for improvement and future evaluation may be made in writing and placed in the employee's personnel file. The results of later evaluation shall be attached. If an employee disagrees with an evaluation they will be given the opportunity to write a written response which will be included in their file.

Notwithstanding the above, employment may be terminated or other disciplinary action taken with or without prior warning if deemed appropriate by the Personnel Work Group and employee's supervisor.

Benefits

Called, ordained staff members are subject to Presbytery requirements with regard to benefits. The Presbytery's contribution to such benefits is made as part of each ordained staff member's terms of call. These terms should include Presbytery's contribution to SECA taxes for which ordained ministers are liable. Terms may also include the employer's contribution to the Board of Pensions Retirement Savings Plan (403b).

Non-ordained employees are eligible for the following benefits, subject to the general conditions defined and/or as specified elsewhere in these guidelines:

Statutory Benefits

Social Security and Worker's Compensation are provided as required. At least 50% of the Self-Employment Contribution Act (SECA) tax obligation will be reimbursed by the presbytery to ministers on staff filing tax returns as self-employed, in accordance with IRS regulations.

Pension

Full-time exempt and non-exempt staff (35 hours a week or more) may be enrolled in the Presbyterian Pension and Benefits Plan for whom full dues are paid. Employees may also elect a payroll deduction contribution to the Board of Pensions Retirement Savings Plan 403(b).

Health Insurance

Major Medical protection for employees and dependents is provided to participants in the health insurance program of the Board of Pensions. The rules of the Presbyterian Church (U.S.A.) Pension Plan do not permit participation of part-time employees who work less than 20 hours per week. Other qualified (part-time) staff may elect to participate in the Affiliate Benefits Program of the Board of Pensions.

Sick Leave

All employees will receive 10 working days of sick leave each calendar year, cumulative up to 120 days, to be used in case of illness. Sick leave entitlement during the first year of employment will be prorated according to length of employment. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave. At the discretion of the Personnel Work Group, in consultation with the Head of Staff, the number of days granted may be extended, if deemed appropriate. Neither sick

leave pay nor short-term disability may be used for absences covered by workers' compensation insurance.

Medically Certified Disability Leave (short or long term)

Employees who are, according to certification by a licensed physician, temporarily disabled shall receive full salary and benefits for a period of such disability not to exceed 90 days, at which time if disability continues, application may be made for disability benefits from the Board of Pensions for members of the Pension Plan. This policy shall apply to all medically certified disabilities, including pregnancy and post-delivery, related disability.

Parental Leave

All employees who work at least 20 hours per week are eligible for parental leave. Eligible employees may elect up to six (6) months of parental leave for birth, adoption, or guardianship of a child as outlined below. The leave must be taken directly proceeding or within twelve months of the birth or placement of a child. A thirty (30) day notice must be given in writing for approval.

The employee and employer should agree to one of the following pay schedules.

1. The first month at 100% of regular pay, the second at 75%, and then unpaid leave thereafter; or
2. The first three months at 60% of regular pay, then unpaid leave thereafter; or
3. Parental leave can run concurrently with a medically certified disability and will follow the Guidelines for Medically Certified Disability Leave (short or long term). Following disability leave, unpaid leave may be elected for a total of six (6) months including disability leave.

Benefits coverage continues during parental leave.

Holidays

The Presbytery currently observes the following holidays as days off with pay:

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Wednesday before Thanksgiving
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve Day from noon to close
- A Floating Holiday

The Head of Staff may determine additional days when it is appropriate for the office to be closed. Paid holiday time off is granted to regular full-time and regular part-time employees (part-time employees receive holiday time off on a prorated basis at the rate of one fifth of their normal scheduled weekly hours).

When a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, the following Monday is observed. Should any one of the observed holidays occur during an employee's vacation period, an additional day of vacation may be granted. If a holiday falls on a staff member's regularly scheduled day off, other than a Saturday or Sunday, the staff member should take an adjoining day off in recognition of the holiday, whenever possible.

Holiday time is counted as hours worked in the computation of overtime. Full-time employees receive eight hours of holiday pay at their regular rate of pay. Holiday pay for part-time employees is prorated based on their regularly scheduled work hours.

Vacation

The Presbytery encourages all staff members to use their vacation time each year. Earned vacation time shall be prorated on a calendar year basis for all new employees after the first six months.

Vacation should be taken in the year it is earned; no additional vacation is accumulated until the employee has used all of the prior year's vacation. Leadership and Administrative Executive Staff are granted four weeks per year. Full and part-time support staff currently earn paid vacation after completing continuous service as described below:

Vacation Earned Per Year	Length of Service
2 weeks	1 through 5 full years of continuous employment
3 weeks	6 through 10 full years of continuous employment
4 weeks	Over 10 full years of continuous employment

Vacations for all staff should be scheduled in consultation with the Head of Staff. Upon termination, the employee shall be compensated for their unused earned vacation time.

Unemployment Compensation

Employees are not eligible for unemployment benefits following their separation from employment with the Presbytery of Denver.

Separation Pay and Benefits

All employees, regardless of the circumstances of separation from employment, receive pay for time worked plus unused, pro-rated vacation pay in compliance with Colorado law.

- Job Elimination or Termination Without Cause – Upon signing a separation agreement, regular full-time and part-time employees whose employment is involuntarily terminated through job elimination (reduction-in-force and/or reorganization) or through termination without prejudice are eligible to receive the following (temporary employees are not eligible):

- Notice Pay - up to 6 months equivalent of regular wages paid on bi-weekly basis for exempt employees; up to 3 months equivalent regular wages paid on bi-weekly basis for non-exempt employees. If the employee becomes employed during the notice period, Notice Pay ends;
- Separation Pay based on continuous credited service as set forth in the schedule below (and prorated in the case of part-time employees); at employee's option severance pay may be paid as a one-time lump sum payment or as bi-weekly payments.
- Benefits continuation while Notice Pay and/or Separation Pay are being paid as bi-weekly payments; and
- Outplacement assistance, up to \$1,000.00.

Separation Schedule

Years of Continuous Credited Service	Separation Pay in Weeks
Up to 1 year	0
1 year, up to 2 years	2
2 years, up to 3 years	4
3 years, up to 4 years	5
4 years, up to 5 years	6
5 years, up to 6 years	7
6 years, up to 7 years	8
7 years, up to 8 years	9
8 years, up to 9 years	10
9 years, up to 10 years	11
10 years, up to 15 years	12
15 years, up to 20 years	13
20 years, up to 25 years	14
25 years and above	15

No paid benefits accrue during notice and separation periods. Employees who engage in a time limited position are not eligible for separation pay.

- Other Involuntary Separation

- Dismissal for Poor Performance: Employees terminated for poor performance are not eligible for notice pay, separation pay or outplacement assistance.
- Dismissal for Cause: Employees terminated for cause are not eligible for notice pay, separation pay or outplacement assistance.

- Voluntary Separations

- Voluntary resignation: Employees who voluntarily resign are not eligible for notice pay, separation pay, or outplacement assistance.

- Benefits

- Benefits through the Board of Pensions of the Presbyterian Church (U.S.A.) continue while a separated employee receives notice pay and/or separation pay on a bi-weekly basis.
- Once Employer-provided benefits cease, the separated employee may purchase continuation health coverage through the Board of Pensions. This continuation health coverage replaces COBRA continuation coverage because coverage through the BOP is not subject to ERISA.
- Specific information is available by contacting the BOP directly at 800.773.7752.

Death in Service

In the event of the death of an employee, salary will be continued for four weeks from the date on which the death occurs. The final pay check for active service will include unused prorated vacation. If the employee used direct deposit, the final paycheck will be deposited by direct deposit into the employee's designated checking account. If the employee did not use direct deposit, the final paycheck will be made payable to the employee's estate or to the employee, as we are directed by the executor/administrator of the estate.

Leave of Absence Policies and Benefits

Military

Employees will be granted up to two weeks' paid leave per year for regular training periods in the U.S. Armed Forces. Additional military training or deployment in any one-year period will be unpaid. Employees granted a military leave of absence will be re-instated in accordance with the laws governing veteran's re-employment rights.

Jury Duty

The Presbytery of Denver recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. Employees' receive regular pay for the first three days of jury duty if they were scheduled to work and a juror service certificate is submitted.

Beginning the fourth day and thereafter, employees as a juror are paid \$50.00 per day by the State of Colorado for state district or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of ten days (80 hours). Jury duty leave beyond this time is without pay.

Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections. Adequate time off for voting will be given with pay where election hours and work schedules cause a hardship on employees.

Marriage

Employees will be granted three days of paid leave to be married.

Personal and Family Emergencies or Other Personal Business

For those matters that cannot be taken care of outside working hours, employees will be granted up to three days' paid leave at the discretion of the Personnel Work Group in consultation with the Head of Staff. This provision applies to full time employees only.

Bereavement

In case of death in the immediate family (spouse or significant other, children/step-children, parents, grandparents, brothers, sisters and immediate family of employee's spouse) the Head of Staff may approve up to one normal work week without loss of pay.

One paid day off may be approved for the death of relatives not in the immediate family (aunts, uncles, nieces, nephews, first cousins and in-laws).

If more time in either case is needed, sick leave, vacation or unpaid leave of absence may be used at the employee's option and with the approval of the Head of staff.

Other Discretionary Leave

The Personnel Work Group, in consultation with the Head of Staff, may grant other leaves of absence without pay as appropriate to the circumstances.

Study/Continuing Education Leave

This benefit is intended to promote continued updating of staff skills. Study leave shall be approved and scheduled by the Head of Staff and/or the Personnel Work Group.

- **Leadership Staff:** In accordance with Presbytery of Denver's minimum terms of call, two weeks of paid time away from work each year for study and/or continuing education shall be granted. The annual budget for this benefit shall be equal to or greater than the minimum annual amount specified by Denver Presbytery. These benefits may accumulate for three years to a maximum of six weeks for each Leadership Staff member.
- **Administrative Executive Staff:** One week of paid time away from work each year for study and/or continuing education shall be granted. The annual amount available for this benefit shall be proposed by the Personnel Work Group and determined by Council each year. These benefits may accumulate up to two years to a maximum of two weeks.
- **Support Staff:** Workshops, training sessions, seminars, etc. appropriate to the work of support staff may be approved, as opportunities arise, by the Head of Staff. The annual amount available for this benefit shall be proposed by the Personnel Work Group and determined by Council each year. These benefits may accumulate up to two years to a maximum of two weeks.

Sabbaticals

Leadership Staff are entitled to sabbatical leave every seven years. Plans for the use of sabbatical time and the length of the sabbatical shall be submitted to the Personnel Work Group for approval using the following guidelines:

- Remuneration for the sabbatical leave will be the full call/salary for four months, or one half the call/salary for eight months. In any case, full pension and insurance will continue.
- A sabbatical leave may not be a terminal leave. In accepting a sabbatical, the Leadership Staff shall agree to return to the Presbytery of Denver for at least one year thereafter. In case the Leadership Staff is responsible for terminating his or her employment with the Presbytery of Denver within that one year period, the individual shall refund the sabbatical remuneration to the Presbytery of Denver. However, in case of permanent disability or death, neither the individual nor his or her heirs shall be obligated to refund any part of the amount paid while on sabbatical leave.
- Other types of leave, such as vacation and study leave, may not be added at either end of the sabbatical leave, except in special situations with express permission of the Council.

Problem Solving

Grievances

Any problems arising from employment or conditions of employment are to be directed to the person's immediate supervisor, and if not resolved, to the Head of Staff. In those cases where the solution to a problem has not been worked out in discussion with the Head of Staff, the employee may appeal to the Personnel Work Group. If the matter involves Leadership Staff, and is still not resolved, the employee may appeal to the Council and, if necessary, brought to Presbytery for final resolution. All complaints should be made in writing to clarify the problem and to facilitate its resolution.

Disciplinary Actions

When addressing employment related problems stemming from failure to satisfactorily perform the duties of an assigned position or from unacceptable conduct, the following steps shall be taken:

1. An informal meeting will occur between the employee and Head of Staff (or Personnel Work Group for Presbytery officers). This meeting may or may not lead to a written warning when the problem has not been resolved by an oral warning or the cause is serious enough to warrant a written warning as the initial step. Where a written warning is placed in the staff member's personnel record, a memorandum stating the problem's resolution and the date by which to comply shall be attached. The memorandum shall be signed by the Head of Staff (or Personnel Work Group Chair) and the staff member.
2. The aggrieved staff member may appeal the outcome of the informal meeting process by requesting in writing a formal hearing with the Personnel Work Group (and Council for Presbytery officers).
3. The hearing may determine that a disciplinary action is appropriate, which could result in a written warning, formal reprimand, counseling, or termination. The record of the disciplinary action shall be signed by the staff member, Personnel Work Group Chair (and Council Moderator for Presbytery officers).

Termination

Upon termination of employment for any reason, an employee is paid for all earned vacation time unused at the termination date. "Borrowed" vacation time shall be deducted from the employee's final wages.

Involuntary

The Personnel Work Group may give written notice of termination for any reason stating the expected date of termination and the reasons for dismissal. In the case of reorganization, retrenchment of program, finances, or other circumstances arising out of no fault of the employee, separation pay and benefits will be granted in relation to length of service. Please see the Separation Pay and Benefits section of this handbook for more information.

Voluntary

Although not required, the Presbytery Council asks that written notice be given to the Head of Staff and/or the Personnel Work Group Chair. The Council requests at least two weeks' notice.

Communication Systems

The communication systems are property of the Presbytery of Denver and intended for business use. Therefore, the Presbytery of Denver maintains the ability to access any computer files, use of software, Internet usage, e-mail, and voice mail. Although employees may select individual passwords, employees should not assume that such files are confidential. Incidental and occasional personal use of e-mail is permitted. However, employees should be aware that these messages will be treated the same as business messages.

Employment History Record

The Presbytery Council Personnel Work Group is responsible for maintaining confidential personnel files for each Presbytery employee. These files are kept as directed by the Personnel Work Group Chair, and may be accessible to Presbytery employees in consultation with the Personnel Work Group Chair. Only the Personnel Work Group and the Head of Staff have access to these files. Employees who wish to see their files may contact either the Personnel Work Group Chair or the Head of Staff.

Acknowledgement of Receipt

I have read the Presbytery of Denver Employee Handbook dated June 5, 2012 and understand its contents. I also understand:

Employment with the Presbytery of Denver is at-will. I have the right to end my work relationship with or without notice for any reason. The Presbytery of Denver has the same right.

The language used in this handbook and any verbal statements of representatives of the Presbytery of Denver are not intended to constitute a contract of employment, either expressed or implied, and they are not a guarantee of employment for a specific duration.

The handbook is not all encompassing, but is intended to provide me with a summary of some of the Presbytery's guidelines.

This edition replaces all previously issued handbooks. The need may arise to change the guidelines described in the handbook, except for the at-will nature of employment. The Presbytery therefore reserves the right to interpret them or change them without prior notice.

Employee Name

Date