
PERSONNEL POLICY MANUAL AND EMPLOYEE HANDBOOK

Northampton Presbyterian Church
(215) 357-8282



AUGUST 2022

Holland, PA

Northampton Presbyterian Church

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Contents

1	RECEIPT OF PERSONNEL POLICY BY STAFF	3
2	WELCOME TO NORTHAMPTON PRESBYTERIAN CHURCH.....	5
3	NORTHAMPTON PRESBYTERIAN CHURCH STATEMENT OF VISION AND VALUES	6
4	PREFACE	7
4.1	Intent.....	7
4.2	Employment Categories	7
5	PERSONNEL POLICIES	8
5.1	Ethical Standards and Conflicts of Interest	8
5.2	Open Door Policy and Suggestions	8
5.3	Equal Employment Opportunity.....	9
5.4	Employment of Relatives	9
5.5	Employment of Church Members	9
5.6	Immigration Law Compliance.....	9
5.7	Harassment and Sexual Harassment.....	9
5.8	Protection of Children	10
5.9	Job-related illnesses and injuries and unsafe conditions	11
5.10	Skill Training.....	11
5.11	Separation of Employment.....	11
5.11.1	Voluntary Resignation.....	12
5.11.2	Involuntary Termination.....	12
6	CHURCH RULES AND REGULATIONS	13
6.1	Standards of Conduct	13
6.2	Absenteeism and Tardiness	13
6.3	Safety.....	14
6.4	Alcohol or Substance Abuse.....	14
6.5	Considerations for Smokers and Non-smokers	14
6.6	Social Media Policy.....	14
6.7	Outside Employment.....	14
6.8	Dress Code.....	14
6.9	Security / Loss prevention	14
6.10	Personnel Files.....	15
6.11	Telephone Use.....	15
7	COMPENSATION POLICIES	15
7.1	Position Descriptions.....	15
7.2	Introductory Period.....	15
7.3	Overtime Pay	16
7.4	Reimbursement of Expenses	16
7.5	Pay Period.....	16
7.6	Salary Administration.....	16
7.7	Time Keeping	17
7.8	Performance Appraisals.....	17
8	BENEFITS	18
8.1	Annual Vacation.....	18
8.2	Holidays.....	18
8.3	Worker’s Compensation	19
8.4	Social Security.....	19
8.5	Preschool Staff Paid Time Off (PTO), also known as “sick days”.....	19

8.6	Disability	20
8.7	Military Leave	20
8.8	Leaves of Absence, with Pay.....	20
8.9	Leaves of Absence, without Pay.....	20
8.10	Medical Care Insurance	20
8.11	Retirement Plan	21
8.12	God’s Window Tuition Benefits.....	21
9	COMPLAINT PROCEDURES	21
9.1	Discussion with Supervisor(s).....	22
9.2	Mediation by Session-designated Committee	22
9.3	Written Records.....	22
10	PERSONNEL HANDBOOK APPROVAL AND AMENDMENTS	23

1 RECEIPT OF PERSONNEL POLICY BY STAFF

I understand that the employee handbook describes important information about this organization and that I should consult my supervisor regarding any questions not answered in the handbook.

Since provisions of the handbook are subject to change, I further understand that revisions to the handbook may supersede or eliminate one or more existing policies and that all such changes will be communicated through official notices.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received, read, understood and will comply with both the policies contained in this handbook and any revisions made to it.

Employee's Signature

Date

Employee's Name (Printed)

Please submit this copy to your supervisor.

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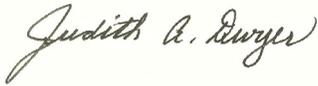
Please keep this copy for your records.

2 WELCOME TO NORTHAMPTON PRESBYTERIAN CHURCH

At Northampton Presbyterian Church, we seek to employ outstanding individuals who are willing to serve God. Through the efforts of our congregation and staff, Northampton Presbyterian Church has and continues to touch the lives of many people in the Bucks County community and beyond. One of the key elements of our outreach to the community is God's Window - A Christian Preschool including our enthusiastic and caring director and preschool staff.

To ensure continued success in pursuing our vision and values, we feel it is important that all employees understand our policies and procedures. This handbook serves to familiarize employees with the various aspects of policies for working at Northampton Presbyterian Church. I encourage you to use it as a valuable resource. If you have any questions, please do not hesitate to contact me as Pastor and Head of Staff.

Thank you for serving as a valued member of the Northampton Presbyterian Church team!

A handwritten signature in cursive script that reads "Judith A. Dwyer".

The Rev. Judith Dwyer, Pastor and Head of Staff

3 NORTHAMPTON PRESBYTERIAN CHURCH STATEMENT OF VISION AND VALUES

God calls us to walk together as a joyful community centered upon Jesus. We will follow His call to become disciples and to make disciples of those who do not know the Lord, in our families and throughout the world. The Holy Spirit equips us for this great mission, transforming us into the likeness of Christ, as we faithfully pursue the following six Biblical values.

Authentic Worship (John 4:23): Heart-felt worship that is Christ-centered and Spirit-guided in which people can be genuine with God and each other

Life-changing Study of the Word (James 1:25): Providing a variety of teaching / learning environments in which the Holy Spirit helps people hear, understand, believe and obey the word of God

Ceaseless Prayer (1 Thes 5:17): Becoming a more prayerful people by developing and living in a continuous conversation with God

Active Outreach (Matt 10:42): Actively planting seeds that may bring nonbelievers to know Christ, by speaking honestly about what Jesus has done and is doing in our lives and allowing others to see His love for them through our actions

Faith-deepening Fellowship (Acts 2:42): Helping people form loving, Christ-centered friendships that strengthen the family of believers

Faithful Stewardship (2 Cor 9:6-9): Generously giving of our time, abilities, spiritual gifts, and material possessions to Christ's work, in grateful response to God's unconditional love for us

We pursue these six Biblical values with people of all ages, involving them in all aspects of the congregation's life, and helping families create an environment of discipleship at home and throughout the broader community.

4 PREFACE

4.1 Intent

The following guidelines are established as personnel policies of Northampton Presbyterian Church, a Pennsylvania non-profit corporation, hereinafter referred to as “the Church”, and are intended to cover the employment of all personnel. These policies do not establish any contractual obligation on the part of THE EMPLOYER OR THE EMPLOYEE either as presently written or amended, modified or changed. The Church is an at-will employer. This means that either the employee or employer can at any time, for any reason or no reason, with or without notice, terminate the employment relationship. The employer, the Church, is free to amend, modify or change policies at any time with or without notice. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

These policy guidelines are designed for broad directional application. They include local practices and procedures for the Church. However, nothing contained in any of these documents is intended to create an employment contract. Questions regarding interpretation of these policies shall be resolved by the Session or relevant Session committee and Pastor as Head of Staff.

A basic principle in the structure of the Presbyterian Church (USA) is that the Session has an assigned responsibility to enable mission and ministry within its bounds. To this end, the Church employs staff to assist in preparing for and implementing its decisions.

The Session shall determine which committees or persons may function as representatives of the employer and when, to what extent, and with whom such representation is appropriate. Each person or committee serving as the employer’s representative is in turn responsible to the employer or to a supervisor(s) from whom authority is derived and delegated.

At the time of employment, the Session or its designate will communicate to each employee the personnel policies and procedures pertinent to their employment, including identification of the offices, persons or committees involved in the administration and oversight of the system. Ordinarily changes to these policies will be communicated to the staff.

Some sections of this manual do not apply to all employees and are noted as such.

4.2 Employment Categories

- Employer - The employer of all church staff is the Church, a Pennsylvania corporation which is an exempt organization under the Internal Revenue Code under Section 501(c)(3).
- Regular Full-time Staff - Employees of the Church who are regularly scheduled to work 40 or more hours per week and who are employed for a period of 12 months each year are considered to be regular full-time staff.
- Temporary Full-time Staff - Employees of the Church who are scheduled to work 40 or more hours per week and who are employed for a period of less than 12 months each year are considered to be temporary full-time staff.

- Regular Part-time Staff - Employees of the Church who are regularly scheduled to work less than 40 hours per week and who are employed for a period of 12 months each year are considered to be regular part-time staff.
- Temporary Part-time Staff - Employees of the Church who are scheduled to work less than 40 hours per week and who are employed for a period of less than 12 months each year are temporary part-time staff.
- Preschool Staff - Employees of the Preschool are considered staff of the Preschool during the school year.

Employees in the above categories are considered “staff” for purposes of this manual. Contractors and services providers are not considered employees or staff.

5 PERSONNEL POLICIES

The following principles guide the administration of all personnel policies and guidelines.

5.1 Ethical Standards and Conflicts of Interest

Northampton Presbyterian Church aims to maintain an excellent reputation for conducting its activities with fairness and integrity and in accordance with the highest ethical standards. As an employee you are obligated to uphold that reputation in every activity. If you are ever in doubt whether an activity meets our ethical standards or compromises Northampton Presbyterian Church’s reputation, please discuss it with the Pastor. For employees of the Preschool, you may discuss with the Director of the Preschool or the Pastor.

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

All employees should avoid even the appearance of conflict of interest, or any other inappropriate conduct. If an employee discovers that he/she may be in a position of conflict, he/she should immediately report this conflict to the Pastor or for employees of the Preschool, to the Director of the Preschool.

Employees who hold other paid positions should ensure that such outside employment will not interfere with the performance of their duties or produce a conflict of interest in pursuit of those duties. Any question regarding this should be reviewed with the Pastor or for employees of the Preschool, to the Director of the Preschool.

5.2 Open Door Policy and Suggestions

Employees are encouraged to share their concerns, seek information, provide input, and resolve problems/issues through the Preschool Director for Preschool employees and to the Pastor for church employees. The Preschool Director or Pastor are expected to listen to employee concerns, to encourage their input, and to seek resolution to their problems/issues. If you feel your problem has not been fairly resolved, you may take your issue to the church Session or relevant Session committee or for Preschool employees to the Pastor as Head of Staff, who will relay your concerns to the Preschool Board.

If an employee has any suggestions or ideas that would benefit God’s Window – a Christian Preschool or Northampton Presbyterian Church, we encourage you to tell us about them. We are always looking for

suggestions that improve methods, procedures and working conditions, reduce costs or errors, and benefit the Church, the Preschool, our employees, and our community.

5.3 Equal Employment Opportunity

Northampton Presbyterian Church is committed to a strong policy of equal employment opportunity. We ensure equal opportunity for all staff employees and applicants for employment. We hire, train, promote, compensate and dismiss staff employees without regard for race, color, religion, gender, sexual orientation, national origin, age, marital or veteran status, disability or citizenship, as well as other classifications protected by applicable state or local laws. Pastoral Staff employment is governed by the Presbytery of Philadelphia, Presbyterian Church (USA) and the constitution of the Presbyterian Church (USA) in accord with its equal employment opportunity statements.

Positions which require a thorough knowledge of, and commitment to, the beliefs and governance of the Presbyterian Church (USA) will be clearly identified.

5.4 Employment of Relatives

Northampton Presbyterian Church has no prohibition against hiring relatives of current employees. However, one general restriction has been established to help assure fair treatment of all employees. While we accept and consider applications for employment from relatives and close family members such as parents, children, spouses or in-laws, such persons will not be hired into or transferred into positions where they directly or indirectly supervise or are supervised by another family member. For the purposes of clarity, "supervision" in this context is defined as decisions relating to hiring, firing, disciplinary action, performance reviews and salary.

5.5 Employment of Church Members

Given the potential for conflicts of interest, Northampton Presbyterian Church Session generally discourages employment of Church members for any staff position.

5.6 Immigration Law Compliance

Northampton Presbyterian Church employs only United States Citizens and aliens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986. Each new employee must properly complete, sign and date the first section of the Immigration and Naturalization Service Form I-9. Rehired employees must also complete form I-9 if not previously on file with the Church, if their previous I-9 is more than three years old or if their previous I-9 is no longer valid.

5.7 Harassment and Sexual Harassment

It is prohibited to harass others on the basis of their gender, age, race, color, national origin, religion, marital or veteran status, citizenship, disability, sexual orientation or other personal characteristics. Harassment includes making derogatory remarks about such characteristics, making "jokes" about ethnic or other groups, and other verbal, physical and visual behavior.

It is the policy of Session to maintain a workplace free of any form of harassment, sexual harassment or sexual intimidation from any Church employee, including supervisors, or from non-employee contacts. Any form of sexual harassment is unacceptable behavior within the workplace and is subject to appropriate disciplinary action.

Sexual harassment includes but is not limited to unwelcome and unsolicited sexual advances, requests for sexual favors, insulting or demeaning conduct based on gender, and other verbal, visual or physical conduct of a sexual nature.

In particular, sexual harassment occurs if:

- Submission to any kind of sexual harassment is an explicit or implicit term or condition of employment.
- Submission to, or rejection of, sexual harassing behavior is used as the basis of employment or other personnel decisions affecting the recipient of the behavior.
- Sexual harassment has the purpose or the effect of unreasonably interfering with the recipient's work performance or creating intimidating, hostile or offensive work environment.

Any Church employee who believes in good faith that there has been a violation of this policy should report the perceived violation as soon as possible, either to the supervisor(s), the Pastor, or the appropriate Session-designated committee. Any complaint received by the supervisor(s) or the Pastor must be reported to the Administrative Committee or Session's designee within two working days. If the matter cannot be resolved between parties involved, the Pastor and the Administrative Committee / Session designee will investigate and properly document all allegations promptly and confidentially, and the employee alleging harassment will be advised of the findings and conclusion. Disciplinary action, including dismissal when appropriate, will be taken where it is determined that sexual harassment did occur or where the supervisor(s) has failed to report violation of this policy or employee complaints of sexual harassment to the Pastor and the Administrative Committee.

There will be no retaliation against any employee for making a sexual harassment complaint.

Any employee who feels harassed has the right to file a charge with the Equal Employment Opportunity Commission, and in some states with a state agency. Before filing a charge, the employee is encouraged to speak first with the Pastor, or if not appropriate, to any member of the Administrative Committee or any other member of the Session, in an attempt to reach resolution. The Pastor is open to listening to such complaints and will refer them to the appropriate authority.

5.8 Protection of Children

All Preschool staff are required to pass a criminal record check, child abuse clearance and FBI fingerprint check.

The Pennsylvania Child Protection Act (Title 23) determines mandated reporters as those individuals who are legally obligated to report suspected abuse, neglect or exploitation. Two categories of mandated reporters that pertain to Northampton Presbyterian Church are:

- A clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization.
- An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, is a person responsible for the child's welfare or has direct contact with children.

Additionally, individuals may meet other mandated reporter criteria based on their personal or professional profiles.

Knowing and willful failure to report suspected child abuse/neglect will result in disciplinary action or termination.

All reports should be documented in writing and brought to the attention of the following:

- For the Preschool: to the Preschool Director who will ensure the Pastor as Head of Staff is informed
- For the Church: to the Pastor and Session's designated committee or individual

If the accused is the Pastor – reports should be brought to the Session's designee committee or individual

If the accused is the Preschool Director, the report should be brought to the Pastor and Session's designated committee or individual.

Child abuse reports are phoned into the Pennsylvania Childline at 1-800-932-0313. Mandated reporters may file reports online at the Child Welfare Portal <https://www.compass.state.pa.us/cwis/public/home>

During all phases of an incident of suspected abuse/neglect it is imperative to maintain confidentiality.

5.9 Job-related illnesses and injuries and unsafe conditions

All job-related injuries and illnesses, regardless of severity, must be reported immediately. Employees should also report any unsafe conditions or circumstances to prevent accidents. It is the responsibility of employees to do everything reasonable and necessary to maintain a safe work environment. For Preschool staff, please report to the Preschool Director and / or the Preschool Board. For all other staff, please report to the Pastor or the President of the Corporation or the Facilities Chairperson.

5.10 Skill Training

The Session or relevant Session committee will consider all requests for training which will enhance our staff's skill and/or provide opportunities for alternate assignments. Church needs and economic considerations will be included in this assessment.

Preschool:

- All preschool staff members are required to obtain 6 continuing education units per school year. Verification of credits will be submitted to the preschool director upon completion. Continuing education credits are paid for by staff members.
- CPR certification and pediatric first aid certification are required every 2 years by the state and is paid for by the preschool.

5.11 Separation of Employment

Northampton Presbyterian strives to retain good employees. NPC is an at-will employer. Employment at the Church is for no specified time, regardless of length of service. Just as you are free to leave for any reason, we reserve the same right to end our relationship with you at any time, with or without notice, for any reason not prohibited by law.

The term “separation” shall refer to any and all terminations of the relationship between an employee and the Church.

5.11.1 Voluntary Resignation

A voluntary choice of separation freely made by the employee may take place after a minimum of two week’s written notice. All such employees will receive pay for unused accrued Paid Time Off (PTO). Accrued PTO pay is forfeited if notice is not given. In cases where an employee has used a greater number of PTO days than had been earned prior to the voluntary resignation, the employee’s final pay shall be reduced proportionately.

5.11.2 Involuntary Termination

Employment may be terminated by the Church under the following circumstances:

Disciplinary Termination

Termination or dismissal for cause may occur immediately upon written notice from the Session’s designee or committee, stating specific reasons for termination. Termination for cause is considered to be an action of last resort, normally taken only after remedial measures have proven ineffective or when employee conduct is such as to preclude further employment.

The Preschool Director has the authority, if there is just cause, to immediately suspend a preschool staff member without pay. The official termination process will then be carried out by the Preschool Board, which acts as representatives of the Church Session.

Following are examples of conduct deemed sufficiently serious that, when documented after reasonable investigation, may result in immediate termination of employment:

- Misappropriation of Church funds
- Illegal, dishonest or unethical conduct
- Insubordination
- Use of alcohol or illegal drugs on Church property
- Other acts which endanger the safety of persons or property
- Conviction of any serious crime or offense

Performance Related Termination

Employees may also be terminated in the event of continued violations of other Church rules or policies. Actions which may result in disciplinary action including suspension or termination include, but are not limited to:

- Unsatisfactory work performance or conduct
- Excessive absences or tardiness
- Falsification of timekeeping records
- Neglect or improper conduct in the care and use of Church property and funds
- Theft or unauthorized removal or possession of Church property
- Violation of Church policies
- Sexual or other harassment

- Fighting or threatening violence in the workplace
- Disruptive activity in the workplace
- Insubordination or other disrespectful conduct
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace
- Possession of dangerous or unauthorized materials, such as weapons, explosives or firearms, in the workplace

Employees terminated for cause will be paid unused, accrued Paid Time Off.

Termination without Prejudice

Employees may be terminated without prejudice for reasons which the Session's designee or committee, in its discretion, deems sufficient, upon the recommendation of the employee's supervisor(s) .

Employees terminated without prejudice will be entitled to notice of two weeks.

6 CHURCH RULES AND REGULATIONS

It is the objective of the Session to establish and administer a process that will result in equitable working hours for its employees; necessary equipment being made available to perform tasks; humane treatment; and clean, pleasant and safe working conditions; to the extent these aspirations are feasible within the goals and financial capacity of the Church.

6.1 Standards of Conduct

Every organization has certain guidelines that were developed to reflect good business practices. In establishing any rules of conduct, the Church has no intention of restricting the personal rights of any individual. Rather, we wish to define guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On-time and alert when scheduled to be at work
- Engaged, careful and conscientious in performance of their duties
- Thoughtful and considerate of other people
- Courteous and helpful with visitors, preschool students and parents, church members, other employees and vendors / contractors

6.2 Absenteeism and Tardiness

Northampton Presbyterian Church expects employees to be at work on time and to work their assigned day's schedule. Employees who will be absent from work for any reason must notify the Pastor as head of staff or the Preschool Director for Preschool staff. Repeated absenteeism and/or tardiness may lead to disciplinary action up to and including termination.

6.3 Safety

Employees are expected to conduct themselves in a safe manner, use good judgment and common sense in matters of safety, observe any safety rules posted in various areas, and follow all state safety regulations.

6.4 Alcohol or Substance Abuse

Northampton Presbyterian Church will not tolerate any alcohol or substance abuse on its premises. Any employee suspected of reporting for work under the influence of alcohol or controlled drugs will be asked to leave immediately and will not be paid for the day. Employees who are suspected of being under the influence of drugs or alcohol while at work will be subject to an investigation of the allegation and possible disciplinary actions.

6.5 Considerations for Smokers and Non-smokers

Smoking is prohibited within the building(s) of the Church and within 50 feet of building entrances. Cigarette butts and matches and vaping cartridges must be disposed of properly and not littered on the property.

6.6 Social Media Policy

It is imperative that our church and God's Window are responsibly represented on social media. Related posts, including photos, events, tags, etc. shall be posted only by designated personnel.

Personal social media posts shall reflect the values, conduct and intent reflected in this document.

6.7 Outside Employment

NPC does not limit an employee's activities during non-working hours unless those activities interfere with or conflict with the performance of his/her job or create a conflict of interest.

6.8 Dress Code

What we wear to work is a reflection of the pride we have in Northampton Presbyterian Church. To interact favorably with church members, preschool students and the public, it is important for all employees to present a neat and professional appearance. Clothing must not constitute a safety hazard nor be provocative. Employees are expected to exercise good judgment in their choices of clothing and footwear.

6.9 Security / Loss prevention

For the safety and security of staff and students, Northampton Presbyterian Church shall remain locked during business hours, during preschool hours, and after hours. The church is unlocked prior to worship services and church-sponsored events, meetings, rehearsals, etc., and then locked at the conclusion of these activities.

Employees are encouraged to assist the church in ensuring that the church building is not compromised in any way. Violations of this procedure may result in immediate termination. Loss of assigned key fobs may result in payment for replacement or termination of employment. Employees are expected to care for and protect equipment that is used during the course of employment.

6.10 Personnel Files

Northampton Presbyterian Church maintains personnel files on all employees. It is important to keep your personal information up to date because these records are used for payroll administration, notification in case of emergency, etc. Your personnel file is the property of Northampton Presbyterian Church. The Church strives to maintain the confidentiality of employment records.

Contact the Pastor or Preschool Director for Preschool employees if there are any changes in your:

- Legal name
- Email address
- Home address
- Phone number
- Emergency contact information

6.11 Telephone Use

House telephones are used for business and ministry purposes. Personal use of the telephone should be limited to emergencies and important circumstances. Also, personal calls should be brief. Personal long- distance calls are not permitted. Use of a personal cell phone shall not interfere with delivery or the appearance of the delivery of the employee's job duties.

7 **COMPENSATION POLICIES**

The goal of the Session is to establish and administer a process of compensation wherein the individual employee's compensation is determined on the basis of a system of job evaluation, tenure and classification, and where salary ranges and increments are determined in light of economic factors and an annual performance review and evaluation. This process includes interpretation of the salary program to employees in describing their jobs.

7.1 Position Descriptions

Each employee shall be expected to perform all assigned duties and tasks. A description for each position approved by the Session shall be prepared by the Session-designee or appropriate Committee Chairperson and the Pastor. Position descriptions will be kept current through review and alteration whenever significant changes in the position responsibilities are evident. Opportunity shall be given for the employee to suggest changes in the position description during the annual evaluation with his/her supervisor(s). Position descriptions will include those duties regularly assigned to employees and are not intended to limit the ability of supervisor(s) to assign tasks as needed to accomplish the work of the Church. Major revision of position descriptions must be approved by the appropriate Committee Chairperson and the Pastor.

7.2 Introductory Period

Staff persons are employed for an indefinite period, subject to a three-month introductory period at the beginning of employment and a six-month introductory period (1 semester) for preschool staff. During this introductory

period, the employee and the supervisor(s) have an opportunity to evaluate the employee's interest and qualifications for the position under actual working conditions.

Prior to designation as regular employment, a performance appraisal is prepared and discussed with the employee by his/her supervisor(s). When all requirements for regular employment are completed satisfactorily, regular employment will begin with the next pay period. If the performance appraisal is deemed unsatisfactory by the supervisor(s), or if the employee decides not to remain after the introductory period, then the relationship between the employee and the Church shall terminate.

7.3 Overtime Pay

The Fair Labor Standards Act governs overtime pay with respect to non-exempt positions.

Persons employed in non-exempt positions shall be paid overtime wages for hours worked in excess of 40 hours per week. Overtime pay is at the rate of one-and-a-half times the regular hourly rates. All overtime work must be approved by the supervisor(s) in advance and by the Budget and Finance Committee, as to the availability of funds. If the normal work week is less than 40 hours, all hours worked up to 40 hours per week will be paid at the regular hourly rate or, at his/her sole discretion, the supervisor may choose to grant compensatory time of an hour for each hour worked will be given in the same pay period. Similarly, compensatory time off may be given in the same pay period, in lieu of payment for hours worked in excess of 40 hours per week at the rate of one-and-a-half hours of compensatory time for each hour worked.

7.4 Reimbursement of Expenses

The Budget and Finance Committee will establish and administer a process wherein authorized expenses incurred by employees in the performance of their work assignments are reimbursed through an adequate, uniform, voucher-based system. Detailed receipts must be submitted for reimbursement of expenses.

7.5 Pay Period

For all non-pastoral employees, the standard pay period is monthly. The pay period for pastoral employees is per the terms of call. All employees are paid via direct deposit.

7.6 Salary Administration

To the extent feasible, the Church will seek to maintain salary levels in a manner which is consistent internally, related to salaries paid by comparable external organizations and responsive to changes in cost of living.

All individual salaries will be reviewed annually by the Session's designee. Where there are changes in duties or responsibilities, individual salary adjustments will be based on both performance and available funds. Salary increases are based on merit, general economic conditions, Northampton Presbyterian Church's financial condition, or other factors. Salary increases are established by a vote of the Session, usually in regard to the approval of the operating budget. Pastoral call changes require a vote of the congregation, typically at the time of the Annual Meeting. Preschool teachers are eligible for tenure-based salary increases after certain service anniversaries. Salary increases for Preschool Staff are approved by the Preschool Board as part of the Preschool budget.

Employees are entitled to information on the salary ranges within which their positions fall.

7.7 Time Keeping

All employees are expected to work their agreed upon hours. Hourly employees shall keep a record of their days worked, time in and time out for inspection, upon request, by the Treasurer and/or Pastor. Timecards for Preschool employees are approved by the Preschool Director.

7.8 Performance Appraisals

An annual performance review and evaluation will be conducted for all staff by their immediate supervisor(s). For Preschool Employees, the performance reviews are conducted by the Preschool Director. Evaluations will be documented in writing and added to the employee's personnel file.

The form and format of the review will be approved by the Session's designated committee or individual for Church employees and the Preschool Board for Preschool employees. As scheduled, the process will follow these steps:

For church employees:

- The supervisor prepares the written review.
- The supervisor discusses the written review with the Session's designee. Upon request of the supervisor, a member of the Session will be available to participate in the review.
- After concurrence with the Session designee, the supervisor discusses the review with the employee, ensuring time for discussion / questions.
- The employee may make comments in the provided section, then signs his/her review and receives a copy of the signed review.
- The supervisor documents the results of the review, and reports the results to the Session designee
- The signed review is placed in the employee's personnel file.

For preschool employees:

- The Preschool Director prepares the written review.
- The Preschool Director discusses the written review with the employee, ensuring time for questions / discussion.
- The employee may make comments in the provided section, then signs his/her review and receives a copy of the signed review.
- The Preschool director may write a reply to the employee comments.
- The signed review is placed in the employee's personnel file. The Pastor as Head of Staff and the Preschool Board may examine performance reports as needed.

Whenever a supervisor determines that an employee's performance is below satisfactory level, the review process may be initiated, following the same steps as outlined above.

Should an employee feel that a review is in error, the employee should be encouraged to follow the steps outlined in Section 9 Complaint Procedures.

8 BENEFITS

Except as specifically indicated, BENEFITS are earned by employees classified as “regular full-time staff” and “regular part-time staff”. Preschool staff, although classified as regular part-time staff during the school year, earn BENEFITS in accordance with Preschool policies, unless specifically indicated herein.

8.1 Annual Vacation

Annual vacation applies to regular full time and regular part-time staff. It does not apply to Preschool Staff. Vacation for pastoral staff is per the terms of call.

No Vacation is earned during the introductory period. At the conclusion of the introductory period, vacation will be paid as follows:

Employees hired prior to March 31st will receive two normal worked weeks’ vacation. Anyone hired within the second or third quarter of the year will receive one normal worked week’s vacation. A “normal worked week” is defined as the regularly scheduled hours worked per week. For example, if an employee works three hours per day for three days a week, his/her normal work week would be nine hours.

- One to four years of service will receive two normal worked weeks’ vacation.
- Five to nine years’ service will receive three normal worked weeks’ vacation.
- Ten and beyond years’ service will receive four normal worked weeks’ vacation.

Vacation time must be taken in the year in which it is earned. Unused vacation time expires at the end of each year unless the employee has requested in writing and received approval by his/her supervisor to defer vacation until the next year. If an employee’s employment is terminated for any reason prior to the end of a year in which he/she has already taken a full vacation, an appropriate deduction will be made from the employee’s final paycheck.

In case of separation from employment (as defined herein), vacation for the current year will be prorated based upon the employee’s length of service at the date of termination of employment.

8.2 Holidays

Holidays will be recognized by rescheduling work hours for the Church’s hourly rated employees. Holidays for pastoral staff are per the terms of call.

The church office is closed in observance of the following holidays:

New Year’s Day
Martin Luther King, Jr.’s Birthday
President’s Day

Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Christmas Day

Of note – Juneteenth will be considered to be added as a day when the church office is closed. Session’s decision will be communicated to staff in due course.

The Preschool has constructed their schedule to include seven holidays as described in the annual calendar adopted by Council Rock School District. Teachers and hourly rated staff will be paid at straight time for these holidays. The holidays observed are:

New Year’s Day
Martin Luther King, Jr.’s Birthday
President’s Day
Good Friday
Memorial Day
Thanksgiving Day
Christmas Day

When a holiday falls on a Saturday or Sunday, it will be observed as a holiday on the nearest Friday or Monday, respectively.

8.3 Worker’s Compensation

All employees shall be covered by Worker’s Compensation insurance, in accordance with the state law of Pennsylvania, to provide for benefits in case of an on-the-job accident. All injuries incurred on the job must be reported to the supervisor IMMEDIATELY! An employee injured on the job will be paid with available leave time for time absent from work before workers’ compensation benefits begin.

8.4 Social Security

All personnel are covered by the Federal Old Age and Survivors Benefit Act (Social Security). The employee’s share of the tax is withheld from the employee’s wages.

8.5 Preschool Staff Paid Time Off (PTO), also known as “sick days”

Preschool employees are eligible for Paid Time Off equivalent to their prescribed hours worked in a single, normal work week. For example, preschool employees who work 5 mornings would be eligible for 5 mornings of PTO per school year; preschool employees who work 3 mornings would be eligible for 3 mornings of PTO per school year, and so forth.

Advanced notice for PTO is required in writing to the preschool director for approval. The Director must be notified as early as possible, but always prior to the beginning of the school day. PTO will not be granted during the first 90 days of employment or in May and June without a demonstrated emergency. A PTO day used the day immediately before or the day immediately following a holiday will automatically require support by a doctor’s note verifying the illness.

Any unused PTO days will be paid out in full at the end of the school year.

8.6 Disability

If an employee is absent due to any major illness, maternity leave or off-job injury, the Church will make compensation available at the prevailing rate of pay after two weeks of absence for a maximum of four normally scheduled work weeks.

Unused annual vacation time (regular full time or part time employees) or PTO (preschool employees) may be used during the first two weeks.

8.7 Military Leave

Up to two normally scheduled work weeks for regular training in the United States Armed Forces or the National Guard or other short term (2 weeks or less) reserve or Guard duty, without pay. If the employee's military pay for the training is less than his/her average church earnings for a like period Northampton Presbyterian Church will pay the difference to the employee for a period not exceeding two weeks. Such time off will not be considered annual vacation time or PTO.

8.8 Leaves of Absence, with Pay

Leaves of absence with pay are provided after the introductory period under the following circumstances:

Up to two normally scheduled work weeks annually for jury duty. Please contact the Pastor or Preschool Director (Preschool staff) promptly after receiving notification to appear.

This only applies to regular full-time employees: Up to one normally scheduled work week for bereavement in the event of a death in the immediate family: spouse, domestic partner, child, parent, grandparent, parent-in-law, brother or sister.

8.9 Leaves of Absence, without Pay

Leaves of absence without pay of up to five normally scheduled workdays may be granted if requested in writing and approved by the immediate supervisor in consultation with relevant Session-designee.

Leaves of absence without pay in excess of five normally scheduled workdays may be granted upon a request in writing and the approval of the Administrative Committee. Approval of a leave of absence will be based upon the reason an employee is requesting a leave of absence, the amount of time requested, the employee's performance and the need to retain the employee on the job.

8.10 Medical Care Insurance

Northampton Presbyterian Church does not provide coverage to non-pastoral staff for medical insurance.

8.11 Retirement Plan

Northampton Presbyterian Church does not provide a retirement benefit to non-pastoral staff. All staff are encouraged to consult financial advisors to develop personal retirement plans.

The Pastoral Staff are full participants in the Presbyterian Church (USA) Pension Plan and payments are made by the church according to the schedule provided by the Presbyterian Church (USA) Board of Pensions. The Pastoral Staff may also contribute through a 403b plan approved by the PC(USA), though their contributions are not matched by the church. This can be done up to the amount permitted by the Internal Revenue Service.

8.12 God’s Window Tuition Benefits

POSITION	TUITION BENEFIT –currently approved policy
Church Staff (Regular full time and regular part time)	Free tuition
Preschool Classroom Teachers	Free tuition
Preschool Classroom Aides	Free tuition AM session OR PM session ½ price tuition additional session
Support Staff: Floating Aides	½ price tuition
Support Staff: Transition Aides/Teachers	½ price tuition

9 COMPLAINT PROCEDURES

Northampton Presbyterian Church seeks to foster within its staff working relationships that

- affirm the importance of each individual and his/her contribution to the work being done.
- encourage mutual respect of both employee and supervisor.
- provide prompt answers to questions.
- minimize misunderstandings.
- seek effective resolutions of differences as quickly as possible.

It is the Church’s policy to facilitate the development of open, orderly channels of communication between all levels of management. Employees are encouraged to take initiative in seeking answers to their questions, or solutions to their work-related problems, through immediate discussion with their supervisors. Supervisors are expected to maintain an open door to the employees responsible to them by encouraging communication, giving prompt attention to suggestions, and providing active assistance in dealing with concerns or complaints.

While the supervisor(s) is the normal avenue through which an employee may raise concerns, other channels outside the immediate working situation will be available to employees to discuss a concern, verify information, clarify personnel policies or obtain guidance.

An employee who feels he/she has been treated unfairly for any reason may contact the Preschool Director for Preschool employees or the Pastor or the Session's designee for church employees. The appropriate individual will investigate and try to resolve the matter with the employee. If unable to resolve the matter, for Preschool employees, the Preschool Director will report the matter to the Pastor, who will relay this information to the Preschool board. The Preschool employee may also contact the Pastor as Head of Staff.

To ensure promptness and equity in answering employee's complaints and to achieve early resolution of their working problems, it is recommended that employees initiate the following:

9.1 Discussion with Supervisor(s)

It is policy that the employee discuss the question or concern with the immediate supervisor(s) as soon as it arises. Supervisors are responsible to provide or secure necessary information regarding the matter and to seek resolution of the problem through open discussion with those involved.

Normally, an answer to an employee's concern should be given by the supervisor(s) within five working days. If this proves to be impossible, reasons for the delay should be given to the employee in writing by the supervisor(s) within five working days, and a specific date for reply should be established.

Where the problem is such that the employee prefers not to discuss it initially with his/her supervisor(s), the Pastor or Session-designee should be consulted. Where indicated, the situation may be reviewed with the employee and the supervisor(s) together in order to assist in developing a mutual understanding of the situation or in resolving any existing differences.

9.2 Mediation by Session-designated Committee

In those cases where a solution to a problem has not been worked out in discussion with an employee's supervisor(s) and/or the Pastor, or if no reply has been received within ten working days after the initial discussion with the supervisor(s) or the Pastor,

For church employees, the employee should consult the Session-designee

For Preschool employees, the employee should consult the Pastor as Head of Staff

Resolution of the issue should take place within five working days after the employee has consulted the Session-designee or Pastor, or the reasons for the delay should be given to the employee in writing.

- For church employees, action by the Session-designee, after consultation with the Session, shall be final. The Pastor MUST be informed throughout per PCUSA Polity.
- For preschool employees, action by the Preschool Director, after consultation and direction with the Pastor and Preschool Board shall be final.

9.3 Written Records

A confidential written record of the resolution of all complaints including notes of all meetings shall be kept in the employee's personnel file.

10 PERSONNEL HANDBOOK APPROVAL AND AMENDMENTS

Approved: By Session at the December 17, 1996 meeting.

Amended: By Session at the November 25, 1997 meeting.

Amended: By Session at the July 26, 2005 meeting.

Amended: By Preschool Board at the November 11, 2014 meeting, after Session recommendation.

Amended: By Preschool Board at the August 15, 2022 meeting; approved by Session at the August 16, 2022 meeting.