

Personnel Policies

Personnel Committee of Executive Board

Latest Revision 11/22/2022



Welcome to the Presbytery of the Northwest Coast!

We consider each employee to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to this ministry and are committed to helping you achieve your highest level of service for the Lord in this ministry.

Northwest Coast Presbytery staff are central to serving the mission of the Presbytery of the Northwest Coast (hereafter referred to as NWC Presbytery). As an employee of NWC Presbytery we expect you will conduct yourself professionally and privately with the attitude, work ethic, and character consistent with our mission which is *“to engage, equip and encourage congregations and their leaders, dispersed yet connected throughout the region, as together we faithfully serve Jesus Christ to transform the world”* and the *Standards of Ethical Conduct for Employees and Volunteers in the PC(USA)* (1998).

These administrative policies apply to all employees of NWC Presbytery except term contract employees who are governed by the provision of their contracts. It also applies to any other organizations which use the Presbytery’s 501(c)(3) status except for chartered congregations. All policies are intended to comply with the constitution and guidance of Presbyterian Church (USA), Federal, and Washington State and Alaska State rules when related to Alaska resident employees, laws and standards.

It is important that you read, understand, and become familiar with these policies and comply with the standards that have been established. Please talk with the Executive Presbyter (EP) of the Presbytery if you have any questions or need additional information (For the balance of this document the Executive Presbyter shall be referred to as the EP).

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, NWC Presbytery reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate unless that policy, benefit or provision is covered by a written contract with the employee.

If there is a conflict between the provisions, benefits, policies, procedures and guidelines in these administrative policies and those set forth in a written contract or the terms of an ordained staff member's call, the written contract or terms of the call shall prevail.

In situations where policy is not covered and documentation is necessary a Memo of Understanding (MOU) may be substituted. An MOU will be non-precedent setting and only apply to this issue.

Personnel Committee of the NWC Executive Board

The personnel committee provides personnel administration and oversight for NWC Presbytery which includes:

1. **Policy Administration:** This subcommittee produces and revises personnel policy to be in line with NWC Presbytery values and personnel law. Policy revisions are produced and recommended by the Personnel Committee, approved by the NWC Executive Board.
2. **Performance Reviews:** Personnel committee conducts staff performance appraisals and recommends staff salaries each year to the Executive Board.
3. **Encouragement and Accountability for Staff:** Personnel subcommittee is a source of encouragement and accountability for the staff.
4. **Encouragement and Accountability for Head of Staff:** Personnel committee confers with, encourages, and supports the EP who is Head of Staff. They also work to ensure accountability for the EP/Head of Staff.

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5. **Grievance Process:** Personnel Committee provides a trustworthy, reliable grievance process for presbytery staff when grievances need to be shared.

Employment

- A. **Equal Opportunity:** NWC Presbytery is an equal opportunity employer and will recruit, hire, call, train and promote all persons in all job classifications without regard to race; creed; color; national origin; gender; age; marital status; sexual orientation; physical, mental, or medical disability unrelated to the ability to engage in job-related duties.
- B. **At Will:** Unless governed by a written contract, employment with NWC Presbytery is strictly on an **at will** basis, which means that either the employee or NWC Presbytery may terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout the employee's employment with NWC Presbytery unless it is modified by an express written agreement signed by the employee and the EP. This employment at will relationship may not be modified by any oral or implied agreement.
- C. **Process of Employment:** The process of employment will include a position description; recruitment of applicants; follow the equal opportunity policy in considering applicants; check of references and potentially secondary references; and appropriate background checks.
- D. **Exempt and Non-Exempt Categories:** The Fair Labor Standards Act requires that non-exempt staff are paid at least minimum wage and overtime for hours in excess of 40 hours in a work week. Exempt employees are salaried and not paid overtime.
- E. **Trial Period:** The first three months of employment are generally considered probationary or a trial period, giving NWC Presbytery and the employee an opportunity to evaluate interest and qualifications for the position under actual working conditions. At the conclusion of this probationary period either employee or NWC Presbytery may sever the relationship without prejudice.
- F. **Policy Access:** Employees will have access to all policies, rules, and performance/work standards for their position.
- G. **Personnel Records:** Personnel records will be kept confidential and accessible to the employee upon request.

Benefits

- A. **Social Security:** All personnel are covered; the employee's share of tax is withheld from the wages of employees who are not Ministers of Word and Sacrament. Teaching elders are responsible for paying their SECA (self-employment) taxes unless they specifically request NWC Presbytery to pay the 50% of SECA contribution directly.
- B. **Pension:** Installed, exempt staff positions .5FTE or greater are enrolled in the Presbyterian Church (USA) Board of Pensions pension and benefits plan.
- C. **Medical Benefits:** All staff .5 FTE and higher are eligible for medical, dental, death and disability benefits through the Presbyterian Church (USA) Board of Pensions at different levels according to their Staff Classification (See "Staff Classification").
- D. **Pre-Tax Premium payment benefit:** Section 125 of the Internal Revenue Code permits an employer to establish a program through which an employee enters into a salary reduction agreement with the employer to pay for his or her contributions for health care coverage on a pretax basis. Staff may begin participating in this Plan upon enrollment in a Medical Plan. The Employer will notify staff when they become eligible to participate in the Plan.
- E. **FSA sec 125 plan:** All staff .5FTE and higher are eligible for an FSA (Flexible Spending Account) benefit where they can set aside a federally prescribed limit of their salary for

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medical or dependent care expenses that is not taxable and then request reimbursement monthly for properly reported and receipted expenses.

- F. **Workers Compensation:** All staff are covered under this law.
- G. **Unemployment Insurance:** Employees who are not Ministers of Word and Sacrament (aka clergy) are covered under Washington State's Unemployment insurance. Those who reside in Alaska are covered under Alaska State Unemployment insurance. Clergy employees in ordained, installed positions are considered self-employed and not eligible for unemployment insurance.
- H. **Time Off Policy:** Time off and types of leave are covered in the "Time Off Policy."
- I. **Moving Expenses:** The Presbytery will pay reasonable moving expenses as deemed appropriate for the position.

Safe Presbytery: Sexual Misconduct and/or Harassment

We expect all our staff to work in a safe, secure work environment both in the office and on the road marked by freedom from any actions, behaviors, attitudes, or comments that can be identified as misconduct or harassment. We have no tolerance for these behaviors and will act immediately to intervene whenever we learn of such actions.

- A. Sexual misconduct or harassment is unacceptable and will not be tolerated. All allegations will be taken seriously and investigated, with appropriate corrective or disciplinary actions taken.
- B. Sexual harassment includes, but is not limited to, unwelcome unsolicited sexual advances, requests for favors, tormenting based on gender, and other undesired verbal, visual or physical conduct of a sexual nature.
- C. NWC Presbytery staff are subject to and will abide by NWCP Prevention of Sexual Misconduct and Harassment policy and expectations for training and prevention. All employees are required to review and sign this policy. Definitions of misconduct, harassment, and other terms are included in that policy.

Immigration Compliance

NWC Presbytery is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As an ongoing condition of employment, all employees will be required to provide documentation verifying the employee's identity and legal authority to work in the United States.

Hiring

The EP will actively seek to fill positions in keeping with the equal employment opportunity commitment of the Presbytery and in consultation with the Personnel Committee of the Executive Board.

Performance of Duties

- A. Each employee after their first year of employment and each year thereafter will engage with their supervisor or EP as Head of Staff and the Personnel Committee in a review process that is described in Annual Review Process. This is in addition to ongoing evaluative input, feedback, and development provided by supervisor or EP as Head of Staff.
- B. Email, Voicemail and Internet usage assigned to an employee or telephone extensions from the office phone number are solely for the purpose of conducting business for NWC

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Presbytery. Some duties may require additional access to software and programs, but only those people appropriately authorized may access these.

- C. The employee's supervisor will address unsatisfactory work or behavior. Oral and written feedback and discussion of steps to improve performance will be taken. Continued poor performance may result in termination when steps made to improve work performance have been unsatisfactory.
- D. Termination of an employee is action of last resort when measures to improve performance have been ineffective or when the employee's conduct is such as to preclude continued employment.
- E. Alcohol and drug use is prohibited on the Presbytery's office premises. Commissions and Committees often share alcoholic drinks during social times off-site. All such social sharing of alcohol shall include notice ahead of time for participants. Any participant can request alcohol not be served and leaders will honor that request.
- F. The Employer reserves the right to take the necessary actions to investigate alleged misconduct of an employee which includes all property, equipment, and other items belonging to or used for the business of NWC Presbytery.
- G. Dismissal for cause will take place by written notice.
- H. Notice must be given prior to termination, except in cases of illegal or unethical conduct, in which case termination may be immediate.
- I. Reasons for dismissal include but are not limited to:
 - 1) Unsatisfactory performance
 - 2) Failure to follow directives
 - 3) Neglect or abuse in the use and care of property or funds
 - 4) Repeated unexcused absence and/or repeated absences or tardiness
 - 5) Illegal, dishonest, or unethical conduct
 - 6) Alcohol or drug abuse that effects performance of duties

Outside Employment

Presbytery employees may engage in employment outside the Presbytery if it does not interfere with the employee's ability to perform his or her duties for NWC Presbytery and does not interfere or conflict with the Presbytery's Mission.

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 EP as Head of Staff. If the concern is with the supervisor or the EP then it should be taken to the chair of the Personnel Committee of the Executive Board. In cases where the issue has not been resolved the employee may appeal to the Personnel Committee and if still not resolved, the employee may appeal to the NWC Presbytery Executive Board. And if still not resolved to the Synod of Alaska Northwest. This process for grievances will be reviewed with employees each year during annual reviews.

Business Expense Reporting

Employees will be reimbursed for all approved business-related expenses, upon submission of accurate and receipted expense reports to the Presbytery. Employees are expected to submit these reports within 60 days of the month the expense occurred to ensure proper accounting and prompt reimbursement.

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STAFF CLASSIFICATION POLICY

The Presbytery classifies employees along the following variables:

- **Elected** (or not-elected): An elected position requires the person be nominated and elected by NWC Presbytery and requires the individual to be ordained as a Teaching or Ruling Elder.
- **Duration of the Work Week:** If 35 hours or greater the individual is considered Full-Time. If 20 hours or greater the individual is considered eligible for medical, dental, death (life) and disability benefits according to written terms of service.
- **Tenure:** May serve an indefinite or defined term of service. This will be identified in the position description and written offer of employment.
- **Salaried or hourly.**
- **Exempt or Non-Exempt** from overtime pay per State of WA or AK rules.
- **Employee or Contractor.**

Executive Staff

Elected by NWC Presbytery and Installed exempt, salaried positions, whether Teaching Elder or Ruling Elder. i.e. EP, Stated Clerk, Associate EP

All of the staff classification below are non-elected roles, hired by EP and Executive Board.

Professional Staff

Exempt salaried positions, not elected and not installed, hired by EP and Executive Board (also known as pastoral associates, catalysts, directors, coordinators)

General Staff

Non-exempt, hourly employees hired by EP and Executive Board

Contractors:

Paid by invoice according to contract terms. Hired by EP and Executive Board.

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EMPLOYEE PERFORMANCE AND COMPENSATION REVIEW POLICY

The methods and specific schedule by which these reviews are conducted may change from year to year.

Executive Staff

The Executive Board Moderator will form a task force to assess goals and goal attainment of Executive Staff annually. The EB Task Force will submit their evaluation to the Personnel Committee of the Executive Board for their consideration in conducting performance reviews and compensation for Executive Staff.

Executive Staff will also engage a performance and compensation review with the Personnel Committee of Executive Board with any recommendations submitted to the Executive Board for action.

Professional & General (Non-elected) Staff

In addition to regular oversight, coaching and feedback provided by an employee's supervisor or EP, each employee will engage a review of performance and goal achievement with their immediate supervisor or EP annually.

A report of that one-to-one review will be shared with the Personnel Committee of the Executive Board.

A meeting with the Personnel Committee of the Executive Board will be scheduled annually to discuss employee's satisfaction, performance related to position and goals, position description, resources to engage their role, and any matters related to compensation and benefits.

Compensation

Every other year the Personnel Committee of the Executive Board will conduct a compensation review to assess NWC Presbytery's compensation competitiveness with other similar organizations and positions. The results and recommendations of these compensation reviews will be communicated to the Executive Board for their consideration and action. Compensation recommendations are made in order to maintain NWC Presbytery's equity and competitiveness with employees of the Presbytery. While we hope it goes without saying, we will say it. NWC Presbytery pays women and men equal pay for equal work. We do not discriminate on gender. We do discriminate on responsibilities, qualifications, performance, competence, and experience.

360 Feedback

Every 3 years, the Personnel Committee of the Executive Board will solicit feedback from key constituencies throughout the presbytery regarding each employee's service and performance in order to gain a broader assessment of how Presbytery Staff are serving. Feedback from 360 Feedback will be incorporated into review and compensation recommendations for the following year.

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TIME OFF POLICY

Vacation

A vacation with pay is provided for all executive, professional, and general staff in levels according to their staff classification and tenure. Vacations are not cumulative and must be used within the calendar year, except when special provision has been made by the Personnel Committee of the Executive Board. Earned vacation begins on the first day of employment and is computed on the basis of each 12 months following the employment date. Ordinarily, no earned vacation may be taken in the first 90 days of employment. The minimum increment of eligible vacation time to be taken is one workday. It is expected that vacation will be taken at a time mutually convenient to the work of the Presbytery and the employee and coordinated with the Executive Presbyter. Normally, the dates of vacation must be approved at least a month in advance by the EP. During the remainder of the calendar year in which an employee begins work, vacation will be prorated.

Unless specified otherwise in a written agreement or contract, Executive Staff and Professional Staff vacations are set according to the NWC Presbytery's vacation and study leave policy for Pastors and Congregations. For professional staff who also serve congregations NWC Presbytery will coordinate with the staff to honor the vacation time from their congregational role and presbytery concurrently.

Unless specified otherwise in a written agreement or contract, General Staff employees are entitled to annual paid vacation according to the following schedule. Vacation entitlement after six months of employment will be pro-rated as follows marked from the employees' initial date of service:

<u>Years of Service</u>	<u>Days of Vacation</u>
0-3 years	10 working days
3-8 years	15 working days
9 years and over	20 working days

Upon termination of employment, accrued but unused vacation will be forfeited by the employee.

Holiday Pay

Presbytery recognizes the federally-designated applicable holidays.

There will be twelve (12) paid holidays recognized by the Presbytery as follows:

- January 1
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Floating holiday (instead of Veteran's Day)

In addition, the office will ordinarily be closed from December 26th to December 31st.

The following general provisions apply to holiday pay:

- Holidays will be observed on the day designated by the EP or Personnel Committee of Executive Board for observance.
- To be eligible for holiday pay, employees must be available to work their last scheduled workday before the holiday and their first scheduled workday after the holiday.
- Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.
- If a holiday falls within a vacation period, an extra day of vacation is granted. Regular and temporary employees will be eligible to receive holiday pay, in addition to hours worked.

Sabbaticals

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Sabbaticals are a Biblically-inspired time of rest and renewal for Presbytery Employees. Executive and Professional Staff employees and full-time General employees are eligible for a sabbatical in the 7th year of service and normally every 7 years thereafter. The employee will be paid their regular compensation and benefits during the sabbatical. The Personnel Committee of the Executive Board may also designate additional funds for the employee to use during their sabbatical. Sabbatical plans must be approved at least 4 months in advance of the sabbatical by the EP and the Personnel Committee of the Executive Board.

Personal Days

Regular, full time employees may take up to three personal days each calendar year to meet personal needs which are not covered elsewhere. This time must be pre-approved by the EP, and will not carry over from one year to the next except as stated below. Up to three days of the prior year's accumulated sick days may be used as personal days. The employee may not receive additional pay in lieu of personal days. Part time employees will have this benefit prorated based on the number of hours regularly worked.

Eligibility

All ministers of Word and Sacrament (ministers) and Commissioned Pastors (CPs) serving a Northwest Coast Presbytery/PC(USA) entity. Including NWC Presbytery Staff working .5 FTE or greater. Congregations can use this policy as a basis for making their policies for other congregational staff.

Paid Family Medical Leave *(approved and updated July 2020)*

Leave Parameters

- Up to 12 weeks (total, regardless of precipitating event or circumstance) of Paid Leave per year, with as much advance notice as possible. Paid Leave may be used—in accordance with need—consecutively or intermittently.
- During Paid Leave, the pastor/CP/staff member will continue to receive all salary and benefits in their terms of call/commission, including dues paid to and benefits provided by the Board of Pensions.
- All those eligible and employed in WA State are expected to access the WA State Family and Medical Leave benefit (see description beginning on page 2) to help fund their Family and Medical Leave. The employer (congregation, ministry, or other employing organization) will supplement the WA State Family and Medical Leave and pay all continuing benefits during the leave.
- Use of vacation time is not required but may be used to extend leave time at the discretion of the pastor/CP/staff person.
- Following the period of Paid Leave, the pastor/CP/staff person shall be entitled to return to the same position with the same title, terms of call, hours worked, and job description.

Types of Leave

Parental Leave: Within one year of birth or adoption, a pastor may take up to twelve consecutive or intermittent weeks bonding time.

Caregiver/Family Leave: In times when a family member requires care due to an illness or disability, a pastor/CP/staff person may take up to twelve weeks Paid Leave, either consecutively or intermittently, depending on the nature of illness and need.

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Personal Loss: In the event of the death of a loved one or a tragic event, a pastor/CP/staff person may take up to twelve weeks Paid Leave, either consecutively or intermittently, depending on the nature of event and need.

Broader Church [and Other PC(USA) Entity] Support

- While the individual congregation/entity is responsible for the funding and administration of Paid Family Leave, state-provided disability and paid leave benefits (see section on WA Paid Family Medical Leave on page 2) and Board of Pensions financial protection programs may be considered in order to help offset income continuation costs.
- Where possible, communication of mutual needs and planning is vital to minimize disruption for the congregation or entity served by the pastor/CP/staff person. Pastors/CPs/staff members are encouraged to anticipate leave with sensitivity around the needs of the church/entity, including but not limited to temporary replacement and fulfillment of duties. This usually means ensuring that planning for parental leave is accomplished at least 6 weeks prior to expected birth or adoption.
- Paid Family Leave is not intended to be a burden but rather a source of joy as churches/entities encourage pastors/CPs/staff members to take time for the good of their families. In the spirit of the connectional church, NWC Presbytery will work together to assist individual congregations/entities in planning for funding Paid Family Leave in order best to serve the Kingdom of God.

Washington Paid Family & Medical Leave

Adapted from WA STATE EMPLOYER TOOLKIT V11.1 – March 24, 2020

Paid Family and Medical Leave overview

Starting in 2020, Washington will be the fifth state in the nation to offer paid family and medical leave benefits. Paid Family and Medical Leave is a mandatory statewide insurance program that will provide almost every Washington employee with paid time off to give or receive care.

All ministers/CPs/eligible staff serving a Northwest Coast Presbytery/PC(USA) entity in WA State working .5 FTE or greater are eligible for this benefit (assuming the church or organization is paying the premiums) and expected to use it when engaging Paid Family and Medical Leave.

If you qualify, this program will allow you to take up to 12 weeks, as needed, if you:

- Welcome a child into your family (through birth, adoption or foster placement)
- Experience a serious illness or injury
- Need to care for a seriously ill or injured relative
- Need time to prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment. For specifics on military-connected paid leave, visit www.dol.gov/whd/regs/compliance/whdfs28mc.pdf

If you face multiple events in a year, you might be eligible to receive up to 16 weeks, and up to 18 weeks if you experience a serious health condition during pregnancy that results in incapacity.

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Because this benefit is available in WA State, the employer (congregation or other entity) can engage the WA State Benefit to help fund the pastor's/CP's/other eligible staff member's salary during the 12 weeks of leave. The benefit provides up to 90% of a recipient's salary with a cap of \$1000/week. The employer will provide the benefits (through PC(USA) Board of Pensions or other) and any additional salary in order to ensure the recipient's 100% salary and benefits during their leave.

If you, as the employer, will expect pastor/CP/staff person to use the WA state benefit for family and medical leave, you should say so in your family and medical leave policy. State that you as the employer are paying the premiums for this benefit and each eligible employee is enrolled in this benefit. State that the pastor/CP/staff person eligible for this benefit is expected to apply for and receive benefits during their leave. And that you as the employer will provide the supplemental salary (to equal 100% of current salary) and continuation of their current benefits through the leave period.

Payment of premiums

The program is funded by premiums paid by both employees and employers. It will be administered by the Employment Security Department (ESD).

Premium collection started on Jan. 1, 2019. In 2019, the premium is 0.4 percent of wages. Employers can either pay the full premium or withhold a portion of the premium from their employees. Employers who choose to withhold premiums from their employees may withhold up to about 63 percent of the total premium, or \$2.44 per week for an employee making \$50,000 annually. The employer is responsible for paying the other 37 percent. Businesses with fewer than 50 employees are exempt from the employer portion of the premium but must still collect or opt to pay the employee portion of the premium.

Premium collection began Jan. 1, 2019. Your employer will calculate and withhold premiums from your paycheck and send both your share and theirs to ESD on a quarterly basis.

Taking leave

Starting Jan. 1, 2020, employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) will be able to apply to take paid medical leave or paid family leave. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal and temporary work.

While on leave, you are entitled to partial wage replacement. That means you will receive a portion of your average weekly pay. The benefit is generally up to 90 percent of your weekly wage, with a minimum of \$100 per week and a maximum of \$1,000 per week. You will be paid by the Employment Security Department rather than your employer.

Unlike the federal Family and Medical Leave Act (FMLA), employees of small businesses may take Paid Family and Medical Leave if they meet the standard eligibility requirements.

More information on applying for benefits will come in 2019. Please go to paidleave.wa.gov for more information.

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What protections are there for me (The eligible minister, CP, or other congregational staff)?

Employees who return from leave under this law will be restored to a same or equivalent job if they work for an employer with 50 or more employees, have worked for this employer for at least 12 months, and have worked 1,250 hours in the 12 months before taking leave (about 24 hours per week, on average).

You can keep your health insurance while on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave.

Your employer is prohibited from discriminating or retaliating against you for requesting or taking paid leave.

You can learn more at paidleave.wa.gov/find-out-how-paid-leave-works.

Do you have questions? Ask your Personnel Committee or NWC Presbytery or ask your questions directly to the Paid Family and Medical Leave program at paidleave@esd.wa.gov. You can also find them on Twitter, Instagram and Facebook @PaidLeaveWA.

Study/Educational Leave

Study Leave & Extended Study Leave for Executive & Professional Staff is provided in alignment with NWC Presbytery's policies for Teaching Elders and Congregations.

Extended Study Leave for Executive & Professional Staff after 2 years of service may be provided at the discretion of the Executive Board at the recommendation of the EP & Personnel Committee:

- the employee must have completed two years continuous service with the Presbytery;
- at least five years has elapsed from the time of any previous extended study leave, and at least one year from any previous two-week study leave;
- a detailed written plan of study and clearly identified goals, with end-products clearly set forth, must be approved by the Presbytery Personnel Sub-Committee of Council, after consultation with the EP, long enough in advance to be covered by the Presbytery's budget and staffing plans;
- the maximum length of extended study leave will be four (4) months. This may be taken in conjunction with earned vacation within a particular year; but may not be combined with a two-week study leave;
- the on-going work of the particular position and the total Presbytery function will be primary factors in considering and granting of extended study leave.

Continuing Education for Other Employees

When it can be demonstrated to be for the good for the Presbytery, as well as the other staff person's professional development, the EP may approve an application for continuing education for other staff for a total of up to two weeks annually.

Returning service-members, may be entitled to reasonable training or retraining to enable qualifications for re-employment with the Presbytery. Contact the EP for further information or for questions in regard to returning to employment after military leave.

Educational Endeavors not covered by this policy shall be negotiated with the EP and Personnel Committee of the Executive Board. EP and Personnel Committee may approve, disapprove or

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modify any educational endeavor that effects the employee's hours and work for NWC Presbytery.

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STAFF TIME AND ACCOUNTING POLICY

This policy applies to the accounting of compensation and leave time for hourly staff.

Pay Periods

- Staff will be paid on the last business day of each month.
- Staff will report all timesheet information to the Bookkeeper by the date specified by the Bookkeeper. This is usually 5-7 days prior to the last working day of the month when salaries and wages are issued.

Time Sheet

- Time sheets will document time worked, vacation, holidays, sick leave, leave without pay, and study leave as applicable to each staff.
- The Bookkeeper will maintain time sheet records.
- Time sheets will be signed off by the employee and approved by Head of Staff or designee.
- Official time sheets will be available for review upon request by the employee, EP as Head of Staff, immediate supervisor if not EP, Personnel Committee, and the bookkeeper for purposes of payment fulfillment.