

The PRESBYTERY OF SCIOTO VALLEY
Commission for Presbytery Operations



PERSONNEL
POLICIES

The Presbytery of Scioto Valley
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I MISSION STATEMENT OF PRESBYTERY

“God calls us through the Holy Spirit to connect with each other to plant, grow, and nurture vital, faithful communities of Christ for service and ministry. In response, we build partnerships, communicate with and supporting congregations, leaders, and individuals, and embody Christ’s transforming love in the world.”

II PURPOSE OF PERSONNEL POLICIES

These personnel policies of the Presbytery of Scioto Valley (herein referred to as the “Presbytery” or “the Employer”) are for the purpose of:

1. Defining and coordinating the personnel administration.
2. Providing the basis for decision making by persons having authority and responsibility for personnel administration, and
3. Informing employees of their rights, responsibilities and terms of their employment.

Neither these policies nor anything contained therein constitute a contract of employment. In the absence of contrary provisions in a specific written contract of employment with the Presbytery, the provisions of these personnel policies govern the Presbytery. These personnel policies supersede all previous personnel policy manuals.

III EXPECTATIONS AND RESPONSIBILITIES

A. Employee Expectations

1. To receive a personnel policy manual.
2. To receive a written job description and an explanation of his/her role and function in the total structure of the Presbytery.
3. To receive a performance evaluation at least annually.
4. To receive compensation and other benefits in accordance with applicable laws, policies of the Presbytery, and, if any, specific written agreement with the Presbytery.
5. To be free to offer appropriate suggestions to the Executive Presbyter and/or the chair or designated members of the Commission for Presbytery Operations.

B. Employee Responsibilities

1. To give the best possible performance in his/her assigned functions.
2. To provide best efforts and full participation in any committee or personnel group to which he/she is assigned.
3. To understand his/her role in the context of the Presbytery’s Mission Statement.
4. To understand and to meet the goals and objectives in his/her job description and assignments.

C. Employer Responsibilities

1. To establish job descriptions and requirements for particular functions and to determine who is qualified to perform such functions.
2. To establish and administer orderly procedures for compensation, benefits, working conditions and other employment matters.
3. To expect the employee to be productive in his/her assigned functions.
4. To exercise suitable supervision of and support for job performance.
5. To provide open communication and opportunity for employee participation and input in matters which affect the employee.
6. To assure that personnel policies and administration are in agreement with the expectations and responsibilities of the employee.
7. To conduct annual performance reviews for all employees which relate their work objectives to the goals of the Presbytery and which give them an opportunity to participate in evaluating their own performance in relation to those objectives.
8. To provide opportunity for the fair and timely hearing and resolution of complaints and grievances.
9. To comply with the mandate of the Form of Government; be in compliance with applicable federal, state and local laws; and to be an Equal Employment Opportunity Employer which employs and promotes personnel without discrimination based on race, color, sexual orientation, religion (except where religious beliefs, practices and teachings are job-related), national origin, sex, age, marital status and physical or mental disability unrelated to the requirements of the work involved.

IV EMPLOYMENT, CATEGORIES AND TERMINOLOGY/DEFINITIONS

A. Ordained/Executive Staff

Limited to ordained and installed persons. The call to these positions is governed by the Constitution of the Presbyterian Church (U.S.A.). These positions are filled by a vote of the Presbytery, upon recommendation of the Commission for Presbytery Operations and/or position specific search committees.

1. The Executive Presbyter

B. Support Staff

C. Administrative Assistant

D. Financial Assistant 1/30/18

Support Staff provides support for the executive staff, administrative, elected officers and Presbytery Commissions.

Appointments are made by the Commission for Presbytery Operations.

E. Administrative Staff

1. Stated Clerk: Nominated by the Committee for Nominations and elected by the Presbytery.
2. Treasurer: Recommended by a search committee appointed by the Commission for Presbytery Operations and elected by the Presbytery.

F. Contractual Staff

Contractual Staff hired under a specific written contract with the Presbytery are required to abide by the same policies and procedures as persons hired and employed directly by the Presbytery.

Appointments are made by the Commission for Presbytery Operations in consultation with the Executive Presbyter.

G. Definition of Full-Time/Part-Time

1. Full-time employee is any employee who works thirty-five (35) or more hours per week on an annual basis and is entitled to benefits as stated in this policy.
2. Part-time employee is any employees whose hours are negotiated upon hire to a minimum of sixteen (16) but less than thirty-five (35) hours per week and are subject to periodic review and revision. A non-installed member of the word and sacrament or lay employee must be scheduled to work at least 1,000 hours per year (20 hours per/week) to be eligible for enrollment in Board of Pensions staff benefits described in Section VII Benefits.

H. Definition of Exempt/Non-Exempt

The Fair Labor Standards Act provides for exempt and non-exempt positions with respect to overtime pay.

1. An exempt employee is interpreted to mean an employee exempt under applicable regulations from the requirement of pay for overtime, but not from the requirement of working overtime.
2. Non-exempt employees are required to work a specific schedule as determined by the Executive Presbyter. Non-exempt employees will be paid their normal hourly rate for all work time above their normally scheduled hours in one week, and time-and-one-half for all work time over forty (40) hours in one week. All hours worked in excess of a non-exempt employee's normal work schedule must be pre-approved by the Executive Presbyter.

V. EMPLOYMENT POLICIES

A. Affirmative Action Equal Employment Opportunity (AA/EEO)

The Presbytery of Scioto Valley will be guided by the Form of Government, the various policies of the General Assembly, the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, amendments thereto, and other applicable laws and regulations.

Employees should be able to enjoy a work environment free of unlawful discrimination and harassment. All employment policies and practices will be administered without discrimination based on race, color, sexual orientation, religion (except where religion and/or religious beliefs, practices, and teachings are job-related), national origin, sex, age, marital status, veteran's status, and disability.

The Executive Presbyter shall be responsible to administer AA/EEO under the guidance and supervision of the Commission for Presbytery Operations. AA/EEO full text is available at the Presbytery Office.

B. Sexual Misconduct Policy and Procedures (See the Sexual Misconduct Policy and Procedure Statement) Revised 1/30/18

C. Hiring – Personnel Administration

1. All persons offered employment must complete an employment application, all tax and insurance forms (as applicable) and consent to a national criminal search. Clergy, however, need only complete the consent for the criminal background search.
2. All new non-exempt employees must complete a three (3) month probationary period providing the presbytery and the employee with an opportunity to evaluate each other. During this period, the employee may be terminated without notice for any reason. The employee may also terminate employment without notice for any reason.
3. Clergy shall be provided with a written Call stating the terms of employment in compliance with the Form of Government. The Call will be approved by the Presbytery.
4. All employees must acknowledge in writing that they have received these personnel policies and are accountable for understanding and complying with them.

D. Employment Records

1. The employer will maintain separate records for each employee. All information that is pertinent and/or required by Federal, State or Local regulations and/or the Employer is confidential. No information can be released without written consent of the employee except when required by applicable law. An employee is entitled to receive copies of any information contained within his/her personnel files upon written request.

2. An employee wishing to participate in an insurance benefit plan must complete the applicable application or submit a letter stating he/she elects not to receive such benefit. All insurance benefit plans are controlled by the plan document and may be amended, modified or terminated at any time.
3. False information may be grounds for immediate dismissal of the employee.

E. Nepotism

Care will be exercised in the employment and assignment of persons who are direct relatives of current employees. Relatives of current employees will be considered for employment according to fair labor practices and due consideration.

Individuals generally will not be assigned to a position where a relative is in a position to supervise - the employee- or to influence the employee's status.

F. Performance Reviews

The performance of each employee will be reviewed at least annually. The Executive Presbyter will be reviewed by the Commission for Presbytery Operations. Staff persons will be reviewed by the Executive Presbyter and reports presented to the Commission for Presbytery Operations.

The primary purpose of "review" shall be understood to be the improvement of competence, performance, morale and the setting of goals.

Results of the annual review will be considered in determining what salary adjustment the employee may receive.

G. Grievances

1. Preliminary Complaint Procedure: To assure promptness and equity in answering an employee's complaint or concern and to achieve early resolution of a work problem, the employee must first discuss the problem with the Executive Presbyter within five working days.

If the Executive Presbyter is part of the subject of the complaint, contact shall be made with the Chair of the Commission for Presbytery Operations.

2. Formal Grievance Procedure

- a) If informal efforts to resolve an employee grievance have failed, a formal grievance may be filed by submitting a written statement to the Chair of the Commission for Presbytery Operations. A copy shall also be submitted to the Executive Presbyter. Formal grievances must be filed within forty-five (45) calendar days of the alleged grievance.

- b) The Chair of the Commission for Presbytery Operations will forward the written statement to a team of the Commission to review the grievance with all parties concerned. The team will make a determination regarding the grievance. If a Commission for Presbytery Operations decision is the cause for a grievance or an appeal, the process will begin with G.2.c.

- c) If the employee is dissatisfied with the decision of the team appointed by the Chair of the Commission, he/she may file an appeal with the Presbytery Commission through the Stated Clerk within fifteen (15) days. The full Commission for Presbytery Operations, in consultation with all parties involved, shall make the final determination. The Stated Clerk shall supply all parties involved with written copies of the Commission's decision.
- d) The employee may arrange to have an advocate with him/her at all steps in the formal process.
- e) A written record of all decisions arrived at in all meetings shall be kept per Presbytery policy. Letters of decision from the team appointed by the chair of Commission for Presbytery Operations or the full Commission shall contain provision for the employee to indicate his/her acceptance or rejection of the decision.

H. Expense Allowances

Payment for expenses incurred while on Presbytery related business shall be approved by the Presbytery Treasurer, and/or the Chairperson of the Commission for Presbytery Operations. The employee will be reimbursed provided proper documentation is submitted on a Presbytery Accounts Payable Voucher. (See the Presbytery's Financial Policy Manual reimbursement policy.)

I. Business Related Conferences

During the annual budget process, staff shall submit all requests for business related conferences to the Commission for Presbytery Operations for its approval. Requests shall include date, place, objective, benefit and total estimated cost.

J. Controversial Issues

All employees are free to exercise their full liberties as citizens, including the right to express their personal convictions on social, religious, economic and political issues. However, employees may not give the impression that the views expressed and positions taken by them are those of the PC (U.S.A.), the Presbytery or their co-workers. Moreover, employees may not use symbols, emblems, letterhead or any material which identifies the Presbytery when exercising their liberties.

K. Conflict of Interest

An employee of the Presbytery shall not have any employment or engage in any activity outside of his/her employment by the Presbytery if such other employment or activity:

1. Conflicts and/or interferes with the employee giving the required priority and availability to his/her employment by the Presbytery, or
2. Conflicts with and is inconsistent with the teachings, moral standards and Christian values of the Presbytery.

L. Death While in Service of the Presbytery

When the death of a member of Presbytery's staff occurs, the spouse, dependents, or the estate will receive a separation allowance of one (1) month's salary.

M. Weapons

Employees shall not bring a firearm or other weapons onto the Presbytery's premises or carry such a weapon while on Presbytery business. All firearms, including those for which the individual has a valid permit, are prohibited inside Presbytery offices.

VI SALARY ADMINISTRATION

A. Salary Principles

The Presbytery is committed to salary administration principles which will provide:

1. Pay for work performed.
2. Equity of payment for positions of relative value and experience.
3. Incentives for professional achievement and growth.
4. Flexibility to meet changes in organization, functions and positions.

In determining whether adjustments to salaries will be made, the Presbytery will consider changes in the cost of living, its mission and financial condition and employee's performance.

B. Salary Policies

1. Salary adjustments will be based on the quality of individual performance, meeting established goals and objectives, length of service and related factors.
2. Salaries for all Presbytery Staff will be considered in relation to salary information, cost of living and similar staff position salaries in other presbyteries of similar size.
3. Salaries will be reviewed annually; approval for salary determinations is by the Presbytery Commission for Presbytery Operations.
4. Regular adjustments in salary will take effect following Presbytery approval of the annual budget and will be retroactive to January 1 of the current year.
5. All employees are paid twice a month (15th and last day of the month). If these days fall on a weekend or holiday, checks are issued on the last working day prior to the 15th or the last day of the month. Pay stubs reflect gross earnings, all deductions and net earnings. Contractual employees are paid per their contract.

6. Withholding of Taxes

All ordained clergy are considered self-employed and are not subject to the withholding of certain taxes from their salaries. Non-clergy employees are subject to the withholding of federal, state and local taxes from their salaries.

VII BENEFITS

A. Required Benefits

1. Social Security

All non-clergy employees are covered by Social Security. The employee's share of the tax is withheld from the salaries of all such employees. For tax purposes, clergy staff is considered self-employed and Social Security taxes are not withheld.

2. Workers' Compensation Insurance

All non-clergy employees shall be covered by the Workers' Compensation Laws of Ohio.

3. Pension

Ordained clergy and eligible staff members who have completed a registration period may be enrolled in the Presbyterian Pension Plan for which dues are paid by the Presbytery. An agreement may be negotiated, relative to pension benefits.

B. Benefits for Employees

1. Medical Plan

- a. Medical Plan coverage is available to full-time employees and is based on the Board of Pensions percentage rate. Employee contributions may be changed from time to time.
- b. Medical coverage for ordained clergy is provided by the Presbyterian Board of Pensions. Dues are paid by the Presbytery.
- c. All coverage is subject to the terms and conditions of the insurance plan in effect.
- d. The Presbytery provides 2% of the effective salary for funding of the deductible and co-pay portion of the medical plan. Staff members may contribute to medical/dental insurance premiums by payroll deductions.

2. Tax Deferred Plans

- a. An employee may elect to designate an additional portion of his/her salary to establish a tax-sheltered annuity or other tax saving benefit.
- b. Participation in a Tax-Sheltered Annuity is available to employees (after probationary period) not enrolled in the Presbyterian Board of Pensions Plan. The Presbytery will contribute an amount equal to the Board of

Pensions percentage rate of their salary. Employees may also choose to invest additional funds. A copy of the signed contract must be submitted to the Executive Presbyter before any deductions will be made.

C. Vacation (All Staff)

1. A vacation with pay is provided for all full-time staff members.
2. Part-time staff members regularly scheduled to work sixteen (16) hours or more per week are eligible for vacation time in proportion to the regular number of hours worked each week (See below).
3. Vacation time is not cumulative and must be used within the calendar year, except when special provision has been made by the Commission for Presbytery Operations.
4. Exempt staff persons are entitled to four (4) weeks of vacation per year, or as stipulated in terms of contract or call. Non-exempt staff are entitled to an annual paid vacation based on the following schedule:
 - a. Less than one (1) years' service = number of months minus two (2) days
 - b. One (1) to ten (10) years' service = number of years plus ten (10) days
 - c. More than ten (10) years' service = twenty (20) days
 - d. Vacation time for part-time employees is calculated as follows: For an employee who normally works less than five days per week, the number of days for which a benefit is provided will be the number of days eligible in the schedule above multiplied by the number of days worked by the employee, divided by five. For example, the above schedule provides that an employee who has worked five years is entitled to 15 vacation days. However, if that five-year employee normally only works three days per week, he/she is entitled to nine vacation days (i.e., three normal three-day work weeks), determined as follows: 15 times 3 divided by 5 = 9. (If not a whole number, round to nearer day.) Further adjustment may be needed for any employee who doesn't normally work the same numbers of hours each day/week.
5. Vacation time must be approved in advance by the Executive Presbyter, and/or the Chair of the Commission for Presbytery Operations.
6. Pay will not be given in lieu of vacation.
7. Periods when employees are on leave of absence or extended sick leave are not counted toward the earning of vacation eligibility.
8. An employee who resigns prior to his/her employment anniversary date will receive accrued vacation.
9. An employee dismissed for cause before his/her employment anniversary date will receive accrued vacation time.

10. In the event of an employee's death, accrued, unused vacation pay will be paid to the employee's estate.

D. Holidays (All Staff)

The following ten (10) holidays are granted, in accordance with local customs and laws:

New Year's Day	Fourth of July
Martin Luther King, Jr. Birthday	Labor Day
Good Friday	Thanksgiving Day
Monday after Easter	Christmas (2 days)
Memorial Day	

1. When a holiday falls on a Friday, Saturday or Sunday, it will be observed as a holiday on the nearer Thursday or Monday, respectively.
2. When a holiday occurs during an employee's vacation, the employee will be granted another day off as the holiday.
3. Part-time employees are eligible for holidays that fall on their regularly scheduled workdays.

E. Sick Leave (All Staff)

1. Full-time staff members are entitled to ten (10) working days of sick leave each calendar year, cumulative up to ninety (90) days. Part-time staff members regularly scheduled to work more than sixteen (16) hours per week are entitled to ten (10) working days of sick leave each calendar year in proportion to the regular number of hours worked each week cumulative up to ninety (90) days. Sick days may be taken as a full day or half day.
2. Procedures Regarding Leave
 - a. Sick leave will be granted provided the employee has given the Executive Presbyter prompt notification of his/her inability to report at the scheduled time. Sick leave entitlement during the first year of employment will be prorated according to the length of service.
 - b. Sick leave may be used when an employee or immediate family member is ill, injured or in need of other medical examination or treatment (medical, dental, optical, mental health, etc.)
 - c. For illness in excess of three (3) days, the employer reserves the right to require a doctor's certificate indicating the duration of the illness and when the employee can return to work.
 - d. 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.
 - e. In the event of an extended illness, leave of absence without pay may be granted. All determinations for leave extensions must be approved by the

Executive Presbyter in consultation with the Commission for Presbytery Operations.

F. Parental Leave

Parental leave may include birth, adoption, and assuming guardianship of a child. This leave of absence shall not exceed thirteen (13) weeks. The pay shall be $\frac{2}{3}$ of the employee's normal salary. The employee may choose to substitute sick days and/or vacation time for Parental Leave pay. Full pension and health benefits will be paid by the Presbytery for up to thirteen (13) weeks.

G. Disability Leave (All Staff)

1. Disability is a temporary or permanent separation due to physical or mental inability to function on the job. The decision to grant leave or separation will be made by the Executive Presbyter in consultation with the Commission for Presbytery Operations in accordance with the processes provided by the PC (U.S.A.) pension plan.
2. Temporary Disability will begin only on the expiration of Sick Leave benefits, up to three (3) months at full salary unless covered otherwise. The combination of accumulated sick leave and disability leave will not exceed ninety (90) days.
3. Permanent Separation for Disability will be in accord with the processes provided by the Presbyterian Pension Plan.

H. Leaves of Absence (All Staff)

Leaves of absence are provided under the following circumstances:

1. Jury Duty/Serving as a Witness

Employees serving on jury duty on regularly scheduled work days will be granted paid leave. If called as a witness, leave will be handled in the same way. An employee will not be granted leave for serving as a witness in a civil matter in which they have a personal or financial interest or for pursuing or defending their own court case.

2. Funeral Leave

In case of death in the immediate family (spouse/significant other, child, parent, sibling, grandparent, parent-in-law; or other relative in the same household) the employee will receive full pay for absence from the day of death up to and including the day after burial. This leave should not exceed four (4) working days. The Executive Presbyter shall authorize additional days in exceptional circumstances.

3. Military Leave

- a. If an employee is called or recalled for active duty, a leave of absence without pay and without continuance of benefits will be granted. Reemployment rights shall correspond with Federal and State regulations.

- b. An employee who is completing his/her compulsory military training by service in the active reserves can use vacation time for such training and receive full salary during that vacation period.
- c. When an employee takes time other than vacation time, the leave is unpaid.
- d. Normal allowance for reserve duty will be thirteen (13) working days of unpaid leave. Time above 13 days must have prior approval of the Executive Presbyter and the Commission for Presbytery Operations.
- e. During time of reserve duty, all benefits will be continued.

I. Leave Without Pay

Leave of absence without pay, may be negotiated with, and granted by, the Executive Presbyter in consultation with the Commission for Presbytery Operations. Job placement after such leave will be made according to the needs of the Presbytery at that time.

J. Continuing Education

- a. Executive Staff is granted two (2) weeks annual study leave with pay and reimbursement of expenses limited by call or contract.
- b. Study leave is to be related to career goals and objectives as well as to the development of skills and growth useful to the Presbytery. Study leave must be approved by the Commission for Presbytery Operations.
- c. Unused but earned study leave may be carried over with prior approval of the Commission for Presbytery Operations and is accruable up to three (3) years, a maximum of six (6) weeks.
- d. Support Staff

New training or retraining may be required for an employee to function well in his/her work. When training or retraining is required, both time with pay and the expenses of the training will be provided.

VIII SEPARATION

The term “separation” shall refer to any and all terminations of the employment relationship between an employee and the employer. Termination may occur with or without notice and with or without cause. Either the employee or the Presbytery (through the Executive Presbyter or the Commission for Presbytery Operations) may exercise this right to terminate employment at any time.

All conditions for separation for those employees covered by Call shall be compatible with the provisions of the Form of Government and The Rules of Discipline of the Presbyterian Church (U.S.A.)

A. Voluntary Separation by the Employee

1. A voluntary choice of separation may be freely made by the employee. If the employee provides the Executive Presbyter and/or the Chair of the Commission for Presbytery Operations with a two (2) week written notice of his/her intention to separate, the employee will be entitled to accrued vacation pay.
2. An exit interview shall be conducted by the Commission for Presbytery Operations or its designee.

B. Involuntary Separation by the Presbytery

An employee's employment may be terminated by the Presbytery (through the Executive Presbyter or the Commission for Presbytery Operations) for any reason not contrary to law or the *Book of Order*. For example, a change in circumstances may warrant a reduction in the number of persons employed by the Presbytery. Examples of a change in circumstance include, but not limited to, a budget reduction and/or a shift in program direction which require a change in staff structure, skills or organization. Examples of other reasons for which Presbytery may terminate the employment relationship include, but are not limited to:

1. Insubordination in the line of assigned duties.
2. Neglect in the care and use of Presbytery property or funds.
3. Repeated unexcused absences and/or repeated tardiness.
4. Illegal, dishonest and/or unethical conduct.
5. Failure to observe the Personnel Policies.
6. Sexual or other discrimination or harassment and/or abuse.
7. Unsatisfactory performance.

C. Suspension

1. If unacceptable behavior (e.g. insubordination, harassment of other employees, apparent involvement in dishonest or unethical acts, etc.) does not result in immediate dismissal but requires absence from the work place, the Executive Presbyter, with the concurrence of the Commission for Presbytery Operations, may suspend the employee, pending verification and evaluation of the circumstances. An appropriate time frame for the suspension will be established by the Commission for Presbytery Operations.
2. Written notice of the reason for suspension will be given to the employee, and a copy will be placed in his/her personnel file.
3. A suspended employee will receive pay during any investigation process.

IX POLICY ADMINISTRATION

Personnel Policies are administered by the Executive Presbyter and the Commission for Presbytery Operations.

X REVISION OF PERSONNEL POLICIES

Revision of these Personnel Policies is the responsibility of the Commission for Presbytery Operations.

HISTORY	
Approved by the Staff Services Committee	November 5, 2008
Revised by the Staff Services Committee	April 1, 2009
Approved by the Presbytery	April 21, 2009
Revised by the Staff Services Committee	June 6, 2012, October 3, 2012
Approved by the Presbytery	November 27, 2012
Edited for nomenclature by Stated Clerk	June 2013
Approved by Commission for Presbytery Operations	September 16, 2013
Approved by the Presbytery	September 17, 2013
Approved by Commission for Presbytery Operations	April 9, 2018
Approved by the Presbytery	May 15, 2018