

**PERSONNEL POLICY**  
**FORT HILL PRESBYTERIAN CHURCH**  
**Approved by Session**  
**August 2010**

**The Organization and Theological Basis of this Policy**

**The work of Fort Hill Presbyterian Church (FHPC) is carried on to further the ministry and mission of the Church of Jesus Christ. FHPC seeks in all matters to glorify God and bear faithful witness to the Gospel of Jesus Christ.**

The intention of FHPC is to treat all personnel in accordance with the values derived from the Christian faith. These policies are designed to guide and motivate the entire organization of the Church toward maximum contribution and fulfillment. It is hoped that adherence to such policies will result in fair treatment of all employees and minimize inconsistency in decisions affecting employees. This manual is meant to clarify, to guide, and to support those who work for the church. It is not meant to be unnecessarily restrictive or punitive. Also, it is meant to guide and encourage the congregation and the Session in its responsibilities as a Christian employer.

The church is aware that for the clergy there is an inherent tension between being called by God to be ministers of Word and Sacrament, and at the same time being employees of a local church. The congregation recognizes that clergy are members of the Foothills Presbytery and accountable to the church beyond the local parish. In fact, the ordained clergy commit themselves to the values of energy, intelligence, imagination, and love in their Ordination Vows in service to the local church, the denomination, and even the universal church (Book of Order, G14.0405b). Thus, the pastoral staff are both leaders and teachers; and yet, they are employees who depend upon the congregation for their livelihood, and often look to the church with an expectation of justice and integrity that goes beyond the minimal requirements of secular employment law. Also it should be noted that some lay staff members also understand their work in the church to be a vocation or calling.

We want to underscore the reality of “grey areas” in personnel matters that can never be completely anticipated or addressed in a manual of this sort. We depend upon the administrative leadership of the Pastor as “head of staff” to clarify and to assist in the resolution of most personnel matters, if at all possible. We trust that the individuals employed by the church, both clergy and support staff, will work together with each other, with Session and its Ministries and with church members to promote clear communication and to resolve questions, concerns, and conflict in our life together as the Body of Christ.

**This Manual is approved and may be amended by the Session of FHPC upon the recommendation of the Personnel and Program Support Ministry.**

**Equal Employment Opportunity**

Equal Opportunity for all is FHPC policy. It is our policy to select the best-qualified person for each position in the organization.

No employee of the Church will discriminate against an applicant for employment or a fellow employee because of race, color, sex, national origin, ancestry, age, or any physical or mental disability.

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay, and other forms of compensation.

### **Employment at Will**

Employment is with the mutual consent of the employee and the Fort Hill Presbyterian Church. Consequently, both the employee and the Church have the right to terminate the employment relationship at any time, with or without cause or advance notice. This policy constitutes the entire relationship between the employee and the Church on the subject of termination. Although other policies and procedures may change from time to time, this employment at will policy will remain in effect throughout the term of employment with the Church, unless it is specifically modified by an express written agreement signed by the employee and the Moderator of Personnel and Program Support Ministry. This policy may not be modified by any oral or implied agreement.

### **Employee Selection Process**

It is the policy of the Church to select the best candidate for any position on the basis of equal opportunity for all. The Pastor/Head of Staff, in consultation with the Personnel and Program Support Ministry, authorizes the recruitment of organization-approved budgeted positions.

The appropriate supervisor is responsible for preparing the position description. Only the Personnel and Program Support Ministry are authorized to place ads, respond to inquiries from employment agencies, and post open positions. If a search committee is formed, the Ministry will forward a copy of the Personnel Manual to the Chair to help ensure that policies are followed.

Job-related duties and qualifications, as listed on the position description, will provide the basis for initial screening of applications. All applications and résumés received for the position will be forwarded to the Ministry. They will screen the applications to select those individuals to be interviewed for the position.

The Ministry will conduct the initial interviews. Only job-related questions or ones that assess the candidate's experience, skill, and training will be asked. Definite salary commitments will be avoided during the initial interview.

Some positions will require skills for which a known level of competence must exist — for example, word processing or bookkeeping. Under these circumstances, the Ministry may request applicants to demonstrate these skills by completing an exercise involving a job-related work sample. It must be evident that such an exercise measures knowledge or skills required for the particular job. The results of an exercise must prove to be a valid prediction of job performance. All interviewed applicants for a particular position must be given the same exercise.

The Ministry will be responsible for verification of employment information provided by the applicant, if the information is needed in making a candidate selection.

The only information to be verified from prior employers will be the following:

- Dates of employment
- Positions held
- Salary at time of termination
- Eligibility for rehire

The applicant should be advised that this information will be verified.

When a Search Committee is given responsibility for looking for a candidate for a particular position (as in the case of a search for a Pastor/Head of Staff or an Associate Pastor), the committee will work with the Personnel and Program Support Ministry to ensure that employment policies of the Church are followed.

Before extending an employment offer and upon the applicant's agreement that inquiries may be made, at least two applicant references must be checked. Inquiries are to be made in a professional manner requesting only factually verifiable and job-related information. The reference data is used only as supplemental information for the hiring decision. Following employment, the information will be retained in the employee's personnel file.

After candidate interviews, verification of employment history, and reference inquiries, the P & PS Ministry is responsible for the employment offer. Before a verbal offer is made, the Ministry must be consulted and must give approval to verify that the offer is in accordance with Church policies.

After the verbal offer has been made and the candidate has agreed to the essential terms of the offer [typically position, employee classification, salary or pay rate, and starting date], a written offer will be prepared by the P & PS Ministry and submitted to the candidate in person or by mail. The written offer will confirm the verbal offer and will include the essential terms of the verbal offer as agreed to by the candidate. The candidate will be required to sign and date an acceptance of the written offer that will state as follows:

“The undersigned accepts the above employment offer and agrees that it contains the terms of employment with Fort Hill Presbyterian Church and that there are no other terms expressed or implied. It is understood that employment is subject to verification of identity and employment eligibility and may be terminated by the Fort Hill Presbyterian Church at any time for any reason.”

The verbal or written offer must never express or imply that employment is “permanent,” “long-term,” of a specific duration, or words of similar meaning. An exception may be made where a temporary position of known duration is to be filled. Employment may be made contingent upon certain job-related factors, such as obtaining a specific state or federal license or security clearance when appropriate or desirable.

Once the candidate has accepted the employment offer, she or he will be required to provide documentation of identity and employment eligibility in accordance with federal law. The employee will also be required to submit to a criminal records background check.

The P & PS Ministry will notify in writing all other candidates that the selection has been made.

The P & PS Ministry will provide basic orientation for the new employee, to include benefits sign-up and other administrative items. The supervisor will provide orientation regarding duties and

responsibilities of the position.

### **Definitions of Employment Classification**

In the language of the church there are clergy, or Pastoral Staff, and lay employees, or Program Support Staff. There are also classifications such as exempt and non-exempt employees. Exempt means that the position/employee is exempt from the legal requirements for minimum wage and maximum hours. For the purpose of this policy statement, our employees will be classified into two groups: Ordained Pastoral Staff and Program Support Staff. In addition to these groups, there are full-time and part-time employees. On occasion there may be temporary employees and interns who are paid and employed for a designated length of time. Members of the church and community who donate their time to work for the church are volunteers.

The following are the current examples of classifications of FHPC employees:

<b>Pastor/Head of Staff</b>	<b>full-time, exempt, ordained, head of staff</b>
<b>Associate Pastors</b>	<b>full-time, exempt, ordained, pastoral staff</b>
<b>Director of Music</b>	<b>part-time, exempt, layperson, support staff</b>
<b>Office Administrator</b>	<b>full-time, exempt, layperson, support staff</b>
<b>Administrative Assistant</b>	<b>full-time, non-exempt, layperson, support staff</b>
<b>Campus Ministry Intern</b>	<b>full-time, exempt, not yet ordained, temporary</b>
<b>Organist</b>	<b>part-time, exempt, layperson, support staff</b>
<b>Sexton</b>	<b>full-time, non-exempt, layperson, support staff</b>
<b>Church Nursery Attendants</b>	<b>part-time, non-exempt, layperson, support staff</b>

The church may, at times, employ temporary or contract workers for specified periods of time. Terms of their employment are included in the individual contracts. Individuals working in this capacity are not considered employees of the church. FHPC may, through the Pastor/Head of Staff and the Personnel and Program Support Ministry, engage persons for particular temporary services. In such instances the terms of assignment shall be clearly described and limited to those contained in a written letter of agreement. These personnel policies do not apply to such persons unless indicated otherwise in such letter of agreement. Consultants and independent contractors are not on the payroll and should be paid from invoice.

### **Employment Eligibility Verification**

It is the policy of the Fort Hill Presbyterian Church to provide employment only for those individuals who have the legal right to work in the United States, either through citizenship (by birth or naturalization); by obtaining Permanent Residence status through the U.S. Immigration & Naturalization Service (I.N.S.); or by possession of a temporary visa issued by I.N.S., allowing them to work while visiting this country.

An illegal alien or undocumented worker is a non-U.S. citizen/Permanent Resident who has either entered this country without the approval of I.N.S., or has overstayed the stated time period for which the individual was admitted. In either case, the alien is not authorized by the Department of Labor to hold U.S. employment.

Every newly hired employee must verify his or her eligibility for employment within three business days of accepting employment. The employee will fill out and execute the top of *Form I-9*. The *Form I-9* will be completed by the Church office staff after examining the employee's documentation of identity and employment eligibility. Each document examined will be photocopied and the copy maintained in the employee's personnel file folder.

### **Employment Documents**

All ordained staff will be called by the procedures specified in the Book of Order. Their terms of call are approved by the congregation and the Presbytery and a copy will be kept in their personnel file.

All other permanent employees are hired by the Session upon recommendation of the Pastor/Head of Staff and appropriate Session Ministries. Copies of contracts and employment letters will be kept in the employee's personnel file. A signed copy of the notice shown at the end of this document which indicates that the employee has been informed of the entire content of the Personnel Policy Manual. The church will obtain a criminal background check on candidates for employment before an offer of employment is made and a copy of this document will also be maintained in the appropriate personnel file. All records of personnel evaluations will also be maintained in their Personnel File. These files are confidential and are maintained in a locked file in the office of the Office Administrator. These files may be accessed by the Pastor/Head of Staff, the Office Administrator, and the Moderator of the Personnel and Program Support Ministry of Session.

### **Orientation Period**

For support staff the first six months of employment are an orientation period. During that time the employee's work will be reviewed and evaluated by appropriate church staff to determine if permanent employment will be offered. The employee will participate in this review and will be given the opportunity to express concerns or suggestions. At any time during the orientation employment may be terminated for causes such as, but not limited to, excessive absences, tardiness, or unsatisfactory work performance.

During the orientation period, the support staff employee who works more than 20 hours a week is allowed to enroll in benefit plans as described elsewhere in this manual. Ordained staff members receive benefits as defined in their terms of call.

The work week varies with individual job descriptions and terms of employment. Typically, support staff work about thirty-five to forty hours a week and may under unusual conditions be asked to work overtime for which they will be granted compensatory time off from their regular schedule. Such a change of work schedule will be documented and approved by the appropriate supervisor, as defined in the employee's job description.

### **Compensation**

The salaries of Ordained Staff are defined in their terms of call and approved annually by the congregation. Salaries of Program Staff are defined in their contract or employment letter and changes must be approved by Session. Salaries will be considered by the Personnel and Program Support Ministry in light of annual evaluations, changes in job descriptions and level of responsibility, the

church's financial situation, denominational standards and recommendations, comparable positions in other churches, etc. P&PSM will submit its recommendation for salaries to the Finance Ministry as the church budget is prepared annually. Budget changes require Session approval. Salary changes for all ordained staff are recommended to the congregation for approval as a part of the terms of call for each member of the Ordained Staff. All employees are paid twice a month on the 15th and the last day of the month. When those dates fall on a weekend or holiday, paychecks will be issued on the Friday immediately prior to the date.

## **Benefits**

For ordained employees the Presbyterian Board of Pensions determines the benefits provided by the church and defined in their terms of call. The terms of call include insurances, retirement, and other benefits. Terms of call are approved by the congregation. Other program staff members receive benefits as noted in their contracts or employment letters and must be approved by Session.

**NOTE: Several policies contained in this section provide benefits that are governed by specific plan documents, descriptions or manuals. This manual provides only summary statements describing the Church's benefits that are not intended to fully describe the terms and conditions for such benefits, nor are a replacement for the detailed plan descriptions provided for in these governing documents. Please refer in all cases and circumstances to the full and complete benefit coverage descriptions contained in the benefit plan agreements.**

### **Insurances**

Church staff who work 20 hours/week or more are qualified for group health insurance.

### **Retirement**

Employees who work 20 hours/week or more may participate in the Presbyterian Board of Pensions retirement plan.

After the completion of three years of employment, all non-ordained full time employees and part-time employees working 30 hours or more per week are eligible to be enrolled in the full Benefits Plan of the Presbyterian Church (USA) for which dues are paid by Church.

Each employee, at time of hire, is given a Board of Pension Benefits Manual explaining all options and procedures. Lay employees who have been employed by the Church continuously for three years will be enrolled in the Board of Pensions Pension Plan. Ordained clergy or Certified Christian Educators are enrolled immediately. Each year Church contributes \$360 to the employee's 403(b) plan for those employees not electing optional additional life insurance. Detailed information about the plan will be made available at the time an employee becomes eligible for enrollment.

### **Sick Leave**

All staff members are eligible for sick leave up to 12 work days annually. Sick leave accrues at 1 day per month. Sick leave may be carried over up to a maximum of 3 weeks. For a serious illness requiring more time off, the employee may request the church use of annual/vacation leave or a leave

of absence with or without pay. The Pastor/Head of Staff in consultation with the P&PS Ministry will make a recommendation to the Session on the request based on the workload of other staff and volunteers, needs of the church, costs for a temporary employee, etc. Although the church staff is too small to require the use of FMLA (Family Medical Leave Act), the congregation values its staff members as human beings with health concerns, and will exercise compassion when determining the length of time that a position can be held.

**Vacation Leave or Annual Leave**

Annual vacations with pay are granted to full-time employees who work more than 30 hours per week. Vacation time is granted annually, but cannot be taken during the first six months of employment. The number of vacation days due is based on the employee’s length of service. Vacations may be taken, subject to approval of, and scheduling with the employee’s supervisor.

Vacation days are granted proportionately for a part-year when an employee is hired during the first year of employment. An employee may not take vacation time during the first six months of employment.

For non-exempt staff, vacation time is granted on an annual basis. Vacation days are granted according to the schedule as follows:

Years Completed		Yearly Total
5		10 days
6		11 days
7		12 days
8		13 days
9		14 days
10		15 days

For exempt pastoral staff, vacation time is granted for 20 days (4 weeks) as a yearly total. For exempt support staff, vacation time is granted for 15 days (3 weeks) as a yearly total.

Employees may take total “available” vacation at any time throughout the year. All vacations must be scheduled in advance with the employee’s supervisor. Employees are encouraged to use all vacation during the twelve-month period as granted. Employees may carry over unused vacation, but all vacation hours carried over from one year to the next, must be used by the end of the following year, or they will be forfeited. Upon termination of employment vacation is paid out on a pro-rated basis through last day of work.

**Holidays**

Fort Hill Presbyterian Church provides eleven designated paid holidays each year. Ten of these are scheduled and one is a “personal” holiday, to be determined by the employee in consultation with his/her supervisor. The ten scheduled holidays are listed below:

New Year’s Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day

### **Weekend Holidays**

When a scheduled holiday falls on a Saturday, generally it will be observed on the Friday before the holiday. Scheduled holidays that fall on Sunday generally will be observed on the following Monday. This may be amended with approval of the Personnel and Program Support Ministry.

### **Leaves of Absence**

Fort Hill Presbyterian Church will grant leaves of absence under certain circumstances. Requests for leaves of absence should be made as far in advance as reasonably possible. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and if the leave is for medical purposes, it must be accompanied by a physician's written statement that certifies the need for the extension.

Coverage under the Board of Pensions Benefits Plan will be continued on the following basis: The Church will continue to pay Board of Pensions dues for the first 30 days of an approved leave of absence as if the employee were actively at work. Employees will be required to pay the entire Board of Pensions dues for continued coverage during the portion of an approved leave of absence in excess of 30 days (except in the case of maternity leave). Employees will not accrue length of continuous service for the portion of a leave of absence in excess of 30 days. Employees on leave of absence must communicate with the Church on a regular basis, at least once each month, regarding their status and anticipated date of return to work. Employees on leave of absence who seek or accept other employment without the Church's prior written approval will be subject to disciplinary action, up to and including termination.

Employees who falsify the reason for their leave of absence will be subject to disciplinary action up to and including termination. The Church makes leaves of absence available to regular employees as follows:

### **Paid Leave**

The reason for a paid leave should fall into one of the following categories.

***Bereavement Leave*** All regular employees who have completed at least 6 months of continuous service will be eligible for up to 5 days away from work, with pay, to arrange and/or attend the funeral of an immediate family member. "Immediate family member" for the purpose of this policy is defined

as the employee's spouse, child, stepchild, parent, grandparent, grandchild, mother-in-law, father-in-law or sibling. Employees who require more than 5 days away from work may request earned vacation time, or an unpaid personal leave of absence, subject to approval by his/her supervisor.

**Jury Duty** Jury Duty is a leave of absence to serve on jury duty. Employees who are called to serve on jury duty will be paid the difference between their regular pay and all monies paid to them by the court.

Upon completion of jury duty, a *Verification of Attendance Form* must be presented to the Church. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so. If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the Church may request that the required service be rescheduled for a later date that would be more convenient for the Church. The Church complies with all applicable state and federal law concerning jury duty.

**Voting** Fort Hill Presbyterian Church encourages all employees to vote. Employees are encouraged to use flextime hours for this purpose or to take advantage of polling hours prior to the beginning or following the end of your workday.

**Military Duty** Military Leave is a leave of absence for required military service. Employees who are called to Reserve Component military duty will be paid the difference between their regular pay and all monies paid to them by the service, for a maximum of thirty working days in any calendar year. Employees who are required to serve more than thirty working days may take off, without pay, for the balance of the time. On completion of Military Leave, a pay voucher must be submitted to the Church to establish the amount of military pay. The Church complies with all applicable state and federal law concerning leaves for military service.

**Maternity Leave** Maternity leave is a paid leave of absence related to an employee's pregnancy, childbirth, or related medical condition. Women staff members who have completed at least one year of continuous service may submit to their supervisors a written request for a maternity leave of absence, with pay, for 8 weeks; they may also request a maternity leave of absence, without pay, for up to an additional four months. The Church will pay Board of Pensions dues during paid maternity leave. Requests for maternity leaves will be granted to employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work.

Although the Church is not able to guarantee reinstatement in all cases, employees on maternity leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties will normally be returned to the same job they held immediately prior to their leave.

**Parental Leave** Parental Leave is a paid leave of absence for the birth or adoption of an employee's child. Employees who have completed at least one year of continuous service may submit a written request for a parental leave of absence, with pay, for one week upon the arrival of a child in the family. Parental leave is available to those who do not qualify for maternity leave.

**Study Leave** Study Leave is a paid leave of absence for personal growth and professional advancement. Where it can be demonstrated that the Church will benefit from an employee's participation in an educational program or professional organization, Church will pay related

expenditures within budgeting guidelines. The employee's supervisor and the Senior Pastor and Head of Staff must approve in advance any requests for payment of expenses related to educational programs and professional organizations. Exempt pastoral and support staff members are eligible for 2 weeks of study leave, with pay, per year. Accumulated study leave may be carried over for a maximum of one year.

***Extended Study Leave for Exempt Staff*** In order to enable employees to have opportunities for extended leave to study areas that will contribute to the work of the Church as well as their own professional development, an extended (sabbatical) leave with pay will be granted by the Church Personnel and Program Support Ministry within the following guidelines:

The employee must have completed six years continuous service with the Church. A detailed written plan of study and clearly identified goals must be approved by the Senior Pastor and Head of Staff long enough in advance to be covered by the Church's budget and staffing plans. The maximum length of extended study leave will be three months.

This policy is elaborated further in the FHPC Organization Manual under Session Policy Statements.

### **Unpaid Leave**

The Pastor/Head of Staff in consultation with the Personnel and Program Support Ministry may grant unpaid leave. At least three weeks prior to the expiration of the leave, the employee shall contact his or her supervisor to discuss a return to work date. An employee who does not return to work after an unpaid leave of absence will be terminated as a resignation effective the last day of work or paid leave, whichever is later.

***Personal Leave*** Personal Leave is an unpaid leave of absence for a compelling personal reason that is not medically related. Employees who have completed at least one year of continuous service may submit a written request for a personal leave of absence, without pay, for any length of time up to a maximum of 3 months. Written requests must state the reason for the leave, as well as the beginning and ending dates. Requests for personal leaves will be granted at the sole discretion of the Church Personnel and Program Support Ministry, based on the facts and circumstances surrounding each individual request.

***Family Leave*** Family Leave is an unpaid leave of absence for the birth or adoption of an employee's child, or the care of an employee's seriously ill child, parent, or spouse. Employees who have completed at least one year of continuous service may submit a written request for a family leave of absence, without pay, for any length of time up to a maximum of 3 months in any 24 month period.

Employees may elect to use accumulated days of sick leave for family leave. Requests for family leaves to care for a seriously ill child, parent, or spouse will normally be accompanied by a physician's written statement that certifies the need for the employee's care and estimates the length of time the employee will be unable to work due to the disability of the child, parent, or spouse.

Although the Church is not able to guarantee reinstatement in all cases, employees on family leave who return to work immediately following the end of an approved leave will normally be

returned to the same job they held immediately prior to their leave or, if that position is unavailable, a comparable position if one is available.

***Medical Leave*** Medical Leave is an unpaid leave of absence for an employee's serious health condition or disability, other than pregnancy, childbirth, or related medical condition. Employees who have completed at least one year of continuous service may submit a written request for a medical leave of absence, without pay, for the length of any disability up to a maximum of three months.

Requests for medical leaves will normally be granted to eligible employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability. At any time during a medical leave of absence, an employee may be asked to provide medical evidence of disability.

Although the Church is not able to guarantee reinstatement in all cases, employees on medical leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties will normally be returned to their former job.

***Sabbatical Leave*** Sabbatical Leave policy is available in an appendix to the FHPC Organization Manual.

### **Business Expense Reporting**

Employees are reimbursed for authorized travel expenses (mileage, tolls and parking) incurred in the performance of their work. The rate per mile of reimbursement will be the current IRS standard business mileage rate. The following types of personal vehicle travel are eligible for reimbursement:

- Travel to and from meetings outside Church offices required to fulfill job responsibilities.
- Travel authorized by a supervisor for Church related business.
- A second trip from home to office in the same working day for a required meeting
- Travel to and from required meetings on weekends
- Travel between home and office is not reimbursable unless a work related side trip is included in the commute. In that case the difference between the total miles traveled and one half the daily commute is reimbursable.

A daily travel log documenting work-related travel mileage and expenses must be kept.

All air travel and hotel rooms should be reserved in the most economical way to Church, with no consideration given to frequent flyer points or other personal incentives.

Employees are responsible for completing Request for Payment Voucher with all receipts and daily travel logs attached and submitting them to the Office Administrator for reimbursement monthly.

### **Telephone and Voicemail**

Telephones and voicemail are provided primarily to allow employees to work more efficiently and stay in touch with our constituents more easily. Personal calls of short duration, i.e., two to five minutes, may be received and made at your desk or workstation. No personal long distance calls will

be allowed unless prior permission to make such a call is received from a supervisor, and the necessity is apparent, e.g., a family emergency.

A monthly cell phone benefit expense in the amount of \$45 per month (partial cost of the cell phone) is approved for pastoral staff and for support staff who need a cell phone as a requirement to satisfy the job description of the employee.

### **Termination of Employment**

Full time employees, who leave the Fort Hill Presbyterian Church for reasons other than discharge for willful misconduct, may receive certain termination pay allowances and benefits, if eligibility requirements are met. Full time exempt staff members are encouraged to give one month's notice of resignation and full time non-exempt staff are expected to give no less than two weeks notice of resignation. In case of retirement, three months written notice is required.

For reasons other than willful misconduct, full time staff will be given two weeks notice or two weeks pay in lieu of notice of termination. No cash payments will be made for unused sick leave or study leave. Board of Pensions dues will be paid until the end of the month of the last day of employment. Vacation pay will be pro-rated to the last day of employment.

### **TYPES OF PAYROLL SEPARATION**

***Reduction in Force*** -- Termination of a position (not anticipated at the time of hiring) by Church Session because of the discontinuation of a project, retrenchment in budget, or for other circumstances not the fault of the employee. Written notice of such separation is given after consultation with the Personnel and Program Support Ministry.

***Resignation*** – Separation initiated by an employee with or without notice. Employees will be paid on a pro-rated basis through the last day worked and for any unused current vacation.

***Inadequate Performance*** – A Fort Hill Presbyterian Church initiated action to separate an employee. An employee who is terminated for failure to perform the job satisfactorily will receive pay through the last day worked and pay for unused vacation, unless Session approves additional pay.

**EMPLOYEE'S ACCEPTANCE OF THE PERSONNEL POLICY  
OF  
FORT HILL PRESBYTERIAN CHURCH**

**I, \_\_\_\_\_ (print name here), have received and  
read this policy and agree to comply with all of its provisions.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**