

PRESBYTERY OF GREATER ATLANTA

PERSONNEL MANUAL

Adopted March, 2015
Revised November, 2018¹
Revised April, 2019²
Revised October, 2019³

¹ November, 2018 policy revisions: New Employee Checklist; Honoraria; Sabbatical Leave; Health Reimbursement Account; Personal Time Off; renumber pages as required (adopted by Council, 7/8/2019)

² April, 2019 policy revisions: Employment Categories; Hours of Work (adopted by Council, 7/8/2019)

³ October, 2019 policy revision: Leaves of Absence (adopted by Council, 10/7/2019)

INTRODUCTION

The work of the Presbytery of Greater Atlanta (hereafter referred to as PGA) is carried on to further the ministry and mission of the Church of Jesus Christ. Biblical scripture, the Book of Confessions, the Book of Order, the Church-wide Plan for Equal Employment Opportunity and Affirmative Action of the Presbyterian Church (USA), the Manual of Presbytery, and the PGA Mission Statement shall provide guidance in all matters. PGA seeks in all matters to glorify God and bear faithful witness to the Gospel of Jesus Christ.

In Section V. (F) of the Presbytery Manual, the Operations Ministry Team is charged with the following:

1. The Personnel Committee shall be responsible for:
 - a. Formulating personnel policies and affirmative actions/equal employment opportunity policies, and periodically reviewing those policies;
 - b. Providing guidance to professionally develop PGA staff;
 - c. Providing assistance to the Executive Presbyter in the development of position descriptions, conducting performance reviews, and evaluations of professional staff,
 - d. Developing and maintaining the Personnel Manual of the PGA; and
 - e. Develop and maintain market based staff salary structure;

The intention of PGA 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 PGA 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.

If there is a conflict between this Personnel Manual and the Presbytery Manual, the Presbytery Manual shall prevail. If there is a conflict between this Personnel Manual and the Book of Order of the Presbyterian Church (USA), the Book of Order shall prevail. If there is a conflict between the provisions of the Personnel Manual and those set forth in the terms of call of an ordained minister or Certified Christian Educator, the terms of the call shall prevail. However, committees should always consult this Personnel Manual and the Personnel Committee before agreeing to any terms of call.

This Manual is approved and may be amended by the PGA Council upon the recommendation of the Personnel Committee.

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SECTION I: EMPLOYMENT

EMPLOYMENT AT WILL

Employment is with the mutual consent of the employee and the Presbytery of Greater Atlanta. Consequently, both the employee and the PGA 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 PGA on the subject of termination. Although other PGA 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 PGA, unless it is specifically modified by an express written agreement signed by the employee and the Chair of Council or Executive Presbyter. This policy may not be modified by any oral or implied agreement.

EQUAL EMPLOYMENT OPPORTUNITY

POLICY

Presbytery of Greater Atlanta provides equal employment opportunity for all qualified individuals. It is our policy to select the best-qualified person for each position in the organization.

The PGA prohibits discrimination against applicants for employment and employees because of race, color, sex, national origin, ancestry, age, physical or mental disability, or veteran's status.

This policy applies to all employment practices and personnel actions, including advertising, recruiting, testing, screening, hiring, training, upgrading, transferring, disciplining, demoting, laying off, terminating, and compensating employees and applicants for employment.

PROCEDURE

Individuals who believe they have been subjected to discrimination should report such acts to the Executive Presbyter, the Chair of the Personnel Committee, or any member of the Personnel Committee. Such reports will be investigated promptly, and there will be no retaliation against any individual who, in good faith, reports, or participates in an investigation of such acts. The individual will be informed of the results of the investigation.

EMPLOYEE SELECTION PROCESS

POLICY

It is the policy of the Presbytery of Greater Atlanta to select the best candidate for any position on the basis of equal opportunity for all. The Executive Presbyter, in consultation with the Personnel Committee, authorizes the recruitment of organization-approved budgeted positions.

PROCEDURE

The Personnel Committee in conjunction with the Executive Presbyter is responsible for preparing the position description. Only the Executive Presbyter is authorized to place ads, respond to inquiries from employment agencies, and post requisitions on the PGA bulletin boards and website. The Executive Presbyter will consult with the Personnel Committee to determine the need for using outside agencies or forming ad-hoc committees. If a search committee is formed, the Financial Officer will forward a copy of the Personnel Manual to the Chair to help ensure that selection 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 Personnel Committee. The Personnel Committee will screen the applications to select those individuals who possess the requisite qualifications to be interviewed for the position.

The Executive Presbyter will conduct the 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, PGA 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 Personnel Committee will be responsible for verifying employment information from the candidate that is necessary to the selection process.

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

- Dates of employment
- Positions held
- Eligibility for rehire

The applicant must 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 an Executive Presbyter or called position), the committee will work with the Presbytery of Greater Atlanta's Personnel Committee to ensure that employment policies of the PGA are followed. In the case of a search for an Executive Presbyter the chair of the appropriate search committee or calling body will be responsible for extending the offer.

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

After candidate interviews, verification of employment history, and reference inquiries, the Executive Presbyter is responsible for extending any offer of employment. The Executive Presbyter in conjunction with the Personnel Committee will ensure that all proposed offers of employment are in accordance with PGA policies. The Executive Presbyter may authorize another person(s) to extend a verbal offer of employment to a candidate. After a verbal offer has been made and the candidate has agreed to the essential terms of the offer [typically position, employee classification, salary or rate, and starting date], the Executive Presbyter will memorialize these essential terms of employment, including its at-will nature, in writing and will provide the candidate with the written offer. The candidate will be required to sign and date an acceptance of the written offer that will state as follows:

"I accept the employment offer under the terms and conditions stated herein, and I acknowledge that there are not other terms of employment, express or implied. I understand that my employment is conditioned upon verification of my identity and employment eligibility and upon satisfactory results of a background check. I further understand that my employment may be terminated by the Presbytery of Greater Atlanta 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 when 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 Personnel Committee will notify in writing all other candidates that the selection has been made.

The Director of Operations will provide basic orientation for the new employee, to include benefits sign-up and other administrative items. (See the checklist on the following page.) The Executive Presbyter will provide orientation regarding duties and responsibilities of the position.

New Employee Checklist

Rev. 08/13/18
Adopted 11/05/18
Approved by
Council 7/8/19

Employee Name: _____
Employee Status: Lay _____ Teaching Elder _____
Position Status: Exempt _____ Non-exempt_____

Instructions:

- *Section I completion is managed by designated office staff before start date.*
- *Section II: new employee meets with designated office staff for completion. Each completed item is initialed by the person who handled the item; use "NA" where needed.*
- *Section III: The completed checklist is returned to supervisor and placed in the employee's file.*

I.Before start date:

- _____ Letter of Employment drafted by Chair of Personnel Committee with final approval by EP;
 - signed by EP, Chair Personnel Committee and the employee;
 - original placed in employee personnel file, copy retained by employee and copy given to Financial Assistant
 - letter includes a welcome and employment terms: Start date, job title, salary, benefits status, position status (exempt or non-exempt), term of employment (if interim or contract), fulltime or part-time status (and number of hours), an attached job description and other details relevant to the position.
- _____ I-9 completed: administered by Financial Assistant prior to or within first three days of start date; retained in a confidential I-9 file maintained by the Financial Assistant
- _____ Background check completed: administered by Stated Clerk; retained in a confidential file maintained by the Stated Clerk
- _____ Office or workspace assigned: Dir. Operations
- _____ E-mail set up: Dir. Communications
- _____ Computer set up: Dir. Communications
- _____ Phone set up: Dir. Communications

II.Upon start date and during first week:

Responsibilities of EP

- _____ Review job description and outline of standing meetings
- _____ Copy of and introduction to Personnel Manual
- _____ Receipt of signed "Acknowledgement" (last page of Personnel Manual) retained in employee's personnel file

Responsibilities of Dir. Operations

- _____ Tour of Building including emergency procedures and exits
- _____ Workspace or office location
- _____ Phone/voice mail instructions
- _____ Key/pass code issued
- _____ Calendar system instruction
- _____ Emergency Contact Information

Responsibilities of Stated Clerk

- _____ Presbytery Manual
- _____ Application for Presbytery Membership Requested
- _____ BOP Change of Service form completed
- _____ Sexual Misconduct Prevention Training completed (within 1 year) – Date _____

Responsibilities of Financial Assistant - ALL FORMS IN THIS SECTION ARE RETAINED IN CONFIDENTIAL FILES FOR EACH EMPLOYEE AND MAINTAINED BY THE FINANCIAL ASSISTANT

- Board of Pensions benefits – Effective date _____
- Voided check for Direct Deposit of compensation
- W-4 completed
- G-4 completed
- Dental Program Enrollment
- Enrollment for 403(b) Plan: _____ Application for Participation _____ Change Form

Responsibilities of Administrative Assistant

- Mailbox location and labels

Responsibilities of Dir. Communications

- Update website: Staff photo and staff information
- E-mail introduction
- Computer introduction
- Phone/voice mail introduction
- Equipment Instruction (ex. copier, printers)

Responsibilities of Chair of Personnel Committee and Dir. Communications

- Announcement in Presbytery newsletter

III. **Completed checklist is returned to supervisor to place in employee file.**

EMPLOYMENT CLASSIFICATIONS

Policy revised April 2019
Adopted by Council July 8, 2019

ORDINATION STATUS

- Generally, positions held by Ministers of the Word and Sacrament in the PC(USA) (defined in PC(USA) Book of Order G-2.0501) will either be:
 1. Called by vote of the Presbytery and installed in their position, or
 2. In a validated position, selected by the Personnel Committee working in conjunction with PGA staff, and approved by Council.
- In some situations, it may be appropriate for the position to be a contract call or an interim position.
- In all situations in which a Minister of Word and Sacrament is employed, the Presbytery Committee on Ministry (COM) Policy #14 "PASTORAL DESIGNATIONS" should be followed.
- In accordance with federal and state statutes and church policy, all Ministers of the Word and Sacrament are considered self-employed persons for social security tax purposes and employees for income tax purposes. They are included in all policies which apply to "employees," except where specifically excluded by federal or state law.
- Positions held by Ruling Elders or Lay Persons are selected by the Personnel Committee working in conjunction with PGA staff, and approved by Council.

EXEMPT STATUS

- **Exempt** status refers to exemption from the requirement of overtime pay for hours worked over 40 in the work week.
- **Non-exempt** employees receive overtime pay (at the rate of 1 ½ times the regular rate) for hours worked in excess of 40 hours per week. All overtime must be pre-approved in writing by the Executive Presbyter.

EMPLOYMENT STATUS

- **Full-Time** – Employees who are not in a temporary status and who are regularly scheduled to work a full-time work schedule, defined as 40 hours a week. These employees are eligible for the full benefits package.
- **Part-Time (with full benefits)** – Employees who are not in a temporary status and who are regularly scheduled to work a minimum of 30 hours a week but fewer than 40 hours on a consistent basis. These employees are eligible for the full benefits package.

- **Part-Time (with limited benefits)** – Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours per week on a consistent basis. These employees receive all mandated benefits (such as Worker's Compensation and Social Security) but are ineligible for other PGA benefit programs.
- **Temporary** – Employees, full time or part-time, hired to temporarily supplement the workforce or assist in the completion of a specific project. Employment assignments in this category are for a limited period of time. No employee will remain on a temporary status for more than 180 days without the written approval of the Executive Presbyter. These employees receive all mandated benefits (such as Worker's Compensation and Social Security) but are ineligible for other PGA benefit programs.

CONSULTANT/INDEPENDENT CONTRACTOR

The Presbytery may, through the Executive Presbyter and the Personnel Committee, engage persons for particular temporary services such as interns, consulting services, or occasional specialized work. In such instances, the terms of assignment shall be clearly described and limited to those contained in a written letter of agreement. Individuals working in this capacity are not considered employees of Presbytery of Greater Atlanta. 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 must be paid from an invoice; they are issued a Form 1099 as required by the IRS.

Notes – revisions in April 2019:

- Reorganized the structure of the policy
- Define types of positions for ministers who are employees
- No changes in policy

EMPLOYMENT ELIGIBILITY VERIFICATION

POLICY

It is the policy of the Presbytery of Greater Atlanta 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 & Customs Enforcement (I.C.E.); or by possession of a temporary visa issued by I.C.E., allowing them to work while visiting this country.

DEFINITION

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.C.E., 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.

PROCEDURE

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 Director of Operations will complete *Form I-9* after examining the employee's documentation of identity and employment eligibility. A copy of each document of identity and employment eligibility will be retained in the employee's file.

EMPLOYEE BACKGROUND CHECKS

POLICY

Presbytery of Greater Atlanta conducts background checks on all individuals to whom an offer of employment has been extended but prior to commencement of their employment.

RATIONALE

The PGA wishes to model this behavior for its churches and to avoid the risk of hiring someone who might not be suitable for the position.

PROCEDURE

Background Check Release Form

PGA will conduct the following investigative activities as part of the background review of prospective employees. Your signature on this Release Form indicates you understand these activities and you authorize them to be performed with the conditions specified as listed below.

Persons convicted of specific crimes may not hold certain positions at this Presbytery. If you are applying for such a position and have been convicted of a felony, please note this below. If more space is needed, please provide the additional information on a separate sheet of paper. In addition, you authorize PGA to undertake a criminal records check with state police officials.

You authorize PGA to obtain a Motor Vehicle Record report. Our insurance company may also obtain a report through its sources. If the position for which you are applying involves driving a motor vehicle, you must have a good driving record.

You also authorize and request any and all of your former employers to furnish any and all information regarding your job performance. You agree to hold your former employers and their agents harmless from all liability that could relate in any way to the disclosure of private information or an assessment or opinion of your suitability for employment.

I have read and understand the above. I consent to the background check as described herein.

Signature

Date

CONFLICT OF INTEREST

POLICY

Presbytery of Greater Atlanta does not condone a conflict of interest in hiring or supervising employees or in relationships with service providers.

PROCEDURE

It is the policy of PGA not to hire relatives of current employees. A relative is defined as any person related to the employee by blood, marriage, or adoption in the following degrees: parent, child, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, and first cousin. A person living in the same household with a current employee would not be considered for employment.

Immediate family members of employees will not be considered for a job opening on the staff, except upon the specific approval of the Personnel Committee. Related employees will not be permitted to work under the direct supervision of each other. The PGA may require a related employee to resign if there is a conflict of interest or problem of supervision. Immediate family members of Personnel Committee members are not eligible for employment by PGA.

The selection of a supplier, vendor, or consultant should follow generally accepted evaluation guidelines and/or a bid process. Employees must disclose any relationship to a potential supplier, vendor, or consultant prior to final selection of the supplier, vendor, or consultant.

SERVICE TO EMPLOYERS OTHER THAN THE PRESBYTERY

POLICY

Services for an employer other than the Presbytery of Greater Atlanta must not conflict with an employee's duties as a member of the PGA staff.

PROCEDURE

Before taking employment with an employer other than the PGA, an employee must report to the Personnel Committee and the Executive Presbyter his/her intent to do so and receive authorization in writing. Generally full-time exempt employees are not allowed to accept outside employment. Occasional consulting services performed outside the bounds of the PGA are permitted.

SECTION II: BENEFITS

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 Presbytery of Greater Atlanta's benefits. These summaries are not intended to describe fully the terms and conditions for such benefits and do not replace the detailed plan descriptions in the plan documents. Please refer in all cases and circumstances to the full and complete benefit coverage descriptions contained in the benefit plan agreements.

PERSONAL TIME OFF (PTO)

Policy revised November 2018

Adopted by Council July 8, 2019

Definition

Personal Time Off (PTO) includes sick, personal, and vacation days.

Policy

Full-time (40 hours per week):

A regular, full-time employee will accrue 10 paid days (80 hours) of Personal Time Off (PTO) after six months of continuous employment. Beginning in the seventh month of continuous employment, PTO is accrued monthly at a rate of 20 hours per month, on the last workday of the month. Employees must be in an active pay status on the last day of the month to accrue PTO for that month. See chart below.

PTO Accrual for Regular, Full-Time Employee		
Number of work hours per week	Accrued after completion of 6 months of continuous employment	Accrued monthly beginning 7 th month of continuous employment
40 hours	10 days (80 hours)	2.5 days (20 hours)

Therefore, during the first year of regular continuous employment, 25 days of PTO is accrued, and 30 days is accrued in each subsequent year.

PTO does not accrue while an employee is on an unpaid leave of absence.

Employees may carry over up to 10 PTO days (80 hours) into the next calendar year.

If an employee leaves during the year, he / she will be paid for their accrued PTO.

Part-time (less than 40 hours per week):

A regular, part-time employee will accrue a prorated number of Personal Time Off (PTO) hours after six months of continuous employment. Beginning in the seventh month of continuous employment, PTO is accrued monthly at a prorated number of hours, on the last workday of the month. Employees must be in an active pay status on the last day of the month to accrue PTO for that month. See chart below.

PTO Accrual for Regular Part-Time Employee			
Number of work hours per week	Accrued after completion of 6 months of continuous employment	Accrued monthly beginning 7 th month of continuous employment	Maximum carryover to next year
20 hours (50%)	40 hours	10 hours	Up to 40 hours
25 hours (62.5%)	50 hours	12.5 hours	Up to 50 hours
30 hours (75%)	60 hours	15 hours	Up to 60 hours
32.5 hours (81.25%)	65 hours	16.25 hours	Up to 65 hours
35 hours (87.5%)	70 hours	17.5 hours	Up to 70 hours
37.5 hours (93.75%)	75 hours	18.75 hours	Up to 75 hours

PTO does not accrue while an employee is on an unpaid leave of absence.

Part-time employees may carry over up to a proportionate number of PTO hours into the next calendar year. For example, a 20-hour employee may carry over up to 40 PTO hours.

If an employee leaves during the year, he / she will be paid for their accrued PTO.

PTO due to sickness:

An employee who is ill or injured should not come to or remain at work.

An employee is expected to notify their supervisor at the beginning of each work day during illness or injury. Exceptions to this include a serious accidental injury, hospitalization, or when it is known in advance that the employee will be absent for a certain period of time.

When an employee is absent from work for more than five working days due to illness, the employee should provide a statement from the employee's doctor stating that the time away from work is medically necessary.

PTO for personal and vacation days:

All other PTO must be approved in advance by the employee's supervisor.

Notes – revisions in November, 2018:

- Clarify part-time
- Clarify payment on departure – all accrued vs. current year accrued
- Add no PTO accrual during leave of absence.
- Remove paragraph allowing “overdraw PTO with approval.”
- State that full-time is 40 hours

HOLIDAYS

POLICY

Presbytery of Greater Atlanta provides eleven designated paid holidays each year. Ten of these are scheduled and one is a “floating” 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

PROCEDURE

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 Committee.

Eligibility for Holiday Pay

Only full-time employees are eligible for full holiday pay. Part time (with benefits) employees will receive holiday pay on a pro-rated basis.

LEAVES OF ABSENCE

Policy revised – August 2019
Adopted by Council, October 7, 2019

POLICY

The Presbytery of Greater Atlanta (PGA) will grant a leave of absence under certain circumstances to employees. This policy describes three (3) types of leaves of absence: Leave for Civic Responsibility, Paid Leave, and Unpaid Leave.

PROCEDURES

Unless otherwise noted, the Procedures apply to all leaves described in this policy.

Approval – A request for a leave of absence must be made in writing as far in advance as reasonably possible. All leave of absence requests must be approved in writing by the Executive Presbyter who will notify the Personnel Committee. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave. An employee who falsifies the reason for a leave of absence will be subject to disciplinary action, up to and including termination.

Benefits - For employees with PGA benefits, coverage under the Board of Pensions Benefits Plan will be paid on the following basis:

- The PGA will continue to pay Board of Pensions dues for the first thirty (30) days of an approved leave of absence, if the employee was actively at work immediately prior to the commencement of the leave.
- **An employee 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 thirty (30) days** (except in the case of maternity leave, during which benefits are continued at no cost to the employee for eight (8) weeks).

Service credit - Service credit will be accrued during a Civic Responsibility Leave and during a Paid Leave. During an Unpaid Leave, accrual of service credit will cease.

Communication – An employee on a leave of absence must communicate with his or her supervisor on a regular basis, at least once each month, regarding his or her status and anticipated date of return to work.

Personal Time Off – Following a paid leave, if the employee requests an extension that would be unpaid, the employee should use his or her accrued Personal Time Off (PTO), before unpaid time off is used.

Reinstatement - Although the PGA is not able to guarantee reinstatement in all cases, an employee on leave who returns to work immediately following the end of an approved leave will normally be returned to the same job he or she held immediately prior to the leave or, if that position is unavailable, a comparable position, if one is available. This procedure applies to all leaves of absence, unless superseded by state or federal law.

Termination - An employee who does not return to work after a leave of absence will be deemed to have resigned his or her employment effective the last day of work or paid leave,

whichever is later.

Eligibility – The following table shows the employment status classifications of the PGA and the eligibility of each for various types of leave of absence.

Employment status	Full-time	Part-time with full benefits	Part-time with limited benefits
Leave for Civic Responsibility			
• Jury Duty	Yes	Yes	Yes
• Military Duty	Yes	Yes	Yes
• Voting	Yes	Yes	Yes
Paid Leave			
• Bereavement	Yes	Yes	Yes
• Maternity #	Yes	Yes	Yes
• Parental #	Yes	Yes	Yes
• Continuing Education	Yes	Yes	No
Unpaid Leave			
• Personal *	Yes	Yes	Yes
• Family *	Yes	Yes	Yes
• Medical *	Yes	Yes	Yes

Employee is eligible after completing six (6) months of continuous service.

* Employee is eligible after completing one (1) year of continuous service.

LEAVE FOR CIVIC RESPONSIBILITY

The PGA will grant a paid absence from work for an employee to fulfill civic responsibilities under the terms and conditions described below. This policy applies to Regular full-time employees and Regular part-time employees (those with and without benefits). **Employees should carefully review and adhere to Procedures above.**

Jury Duty Leave – An employee will receive paid time off when summoned for and / or selected for jury duty. Upon completion of jury duty, a “Verification of Attendance” form must be presented to the PGA. An employee who is excused from jury duty for the day, or 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 business operations, the PGA may ask the employee to request that the required service be rescheduled for a later date that would be more convenient for the PGA. The PGA complies with all applicable state and federal law concerning jury duty.

Military Duty – An employee who is called to military duty will be paid the difference between their regular pay and all monies paid to them by the military government agency, for a maximum of thirty (30) working days in a calendar year. Upon completion of Military Duty, a pay voucher must be submitted to the PGA to establish the amount of military pay.

An employee who is required to serve more than thirty (30) working days in a calendar year may take off, without pay, for the balance of the time to be served on Military Duty. The PGA complies with all applicable state and federal law concerning leave for military service.

Voting – PGA encourages all employees to vote and to take advantage of polling hours prior to the beginning or following the end of the workday. Employees should normally use flextime hours for time away from work for voting.

PAID LEAVE

The PGA may grant an employee a paid leave of absence from work under the terms and conditions described below. These paid leaves of absence apply to full-time employees and part-time employees with benefits, unless otherwise noted (see Continuing Education Leave). **Employees should carefully review and adhere to Procedures above.**

Bereavement Leave – An employee will be eligible for up to five (5) days away from work with pay to arrange and / or attend the funeral or memorial service of an immediate family member. "Immediate family member," for the purpose of this policy, is defined as the employee's spouse, child, stepchild, parent, stepparent, grandparent, grandchild, mother-in-law, father-in-law or sibling.

Maternity Leave – Maternity leave is a paid leave of absence related to an employee's pregnancy, childbirth, or related medical condition. An employee who has completed at least six (6) months of continuous service may submit to the supervisor a written request for a maternity leave of absence, with pay, for up to eight (8) weeks. 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 must be provided to the PGA when the Maternity Leave is requested. A physician's written statement certifying that the employee is able to safely perform their duties must be presented to the PGA before the employee returns to work.

Parental Leave – Parental Leave is a paid leave of absence for the birth or adoption of an employee's child. An employee who has completed at least six (6) months of continuous service may request a parental leave of absence with pay for up to four (4) weeks. Parental leave is available to those who do not qualify for maternity leave.

Continuing Education Leave – Continuing Education Leave (which is different from "Sabbatical Leave" described on page 21) is a paid leave of absence for personal growth and professional development. A regular full-time or part-time (with benefits) employee will be eligible for up to ten (10) days of study leave with pay per year. Employees are encouraged to take their full study leave each year. Accumulated study leave may be carried over to subsequent years for a maximum of twenty (20) days total leave. PGA may pay expenditures related to the Continuing Education Leave from the employee's allocated Continuing Education allowance and / or from the PGA Operating Budget. In the request for paid time away from work and / or continuing education funding, it must be demonstrated that the PGA will benefit from an employee's participation in the educational program or professional organization.

UNPAID LEAVE

The PGA may grant an employee an unpaid leave of absence from work under the terms and conditions described below. **Employees should carefully review and adhere to Procedures above.**

Personal Leave – Personal Leave is an unpaid leave of absence for a compelling personal

reason that is not related to a medical condition. To be eligible to request a personal leave, an employee must have completed at least one (1) year of continuous service. A personal leave may not exceed three (3) months and no more than three (3) months of personal leave will be granted in a twelve (12) month period. The employee requesting the personal leave without pay must submit a written request stating the reason for the leave, as well as the requested beginning and ending dates.

Family Leave – Family Leave is an unpaid leave of absence for the care of an employee's seriously ill child, parent, or spouse. To be eligible to request a family leave, an employee must have completed at least one (1) year of continuous service. A family leave may not exceed three (3) months and no more than three (3) months of family leave will be granted in a twelve (12) month period. A request for Family Leave must be accompanied by a physician's written statement that certifies the need for the employee's care of the family member, and estimates the length of time the employee will be unable to work due to the medical condition of the child, parent, or spouse.

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. To be eligible to request a family leave, an employee must have completed at least one (1) year of continuous service. A request for a medical leave must be accompanied by 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 period of incapacity. At any time during a medical leave of absence, an employee may be asked to provide medical evidence of incapacity. A request for an extension of a Medical Leave must be made in writing prior to the expiration date of the original leave and must be accompanied by a physician's written statement that certifies the need for the extension. A physician's written statement certifying that the employee is able to safely perform their duties must be presented to the PGA before the employee returns to work.

Notes – revisions in August 2019:

- Rewording for clarity, add eligibility table
- Add who approves leaves (EP, with notification to Personnel Committee)
- Consolidate procedures into that section
- Classify leaves which are "Civic Responsibility" in a separate section.
- Add procedure about use of PTO
- Bereavement – remove 6-month service requirement; add stepparent to list of immediate family members
- Maternity – remove additional 4 months without pay (covered under unpaid leave)
- Maternity and Parental – changed service requirement from 1 year to 6 months
- Renamed Study Leave to Continuing Education Leave; removed difference in number of days between exempt and non-exempt (all have 10); no waiting period; specify funding sources
- Put sabbatical in separate policy (previously revised)
- Personal Leave – one in a 12-month period; remove Personnel Committee approval
- Family Leave – remove references to birth or adoption (covered in maternity and parental); change once in 24-month period to 12-month period

SABBATICAL LEAVE
Policy revised March, 2018
Adopted by Council, July 8, 2018

Purpose

Sabbatical leave is a planned time of study and renewal for regular, exempt staff by which one seeks personal and professional growth. It is an opportunity for an individual to disengage from regular and routine tasks so that the ministry may be viewed from a new perspective, and the soul renewed to serve refreshed. It is not a prolonged vacation. Through reflection, prayer, rest, study and travel, one finds the promise of God who sustains us through a period of reflection, leading to the renewal of energy upon the return to the employee's position.

Policy

The regular, exempt employee must have completed six years of full-time, continuous service with the PGA to be eligible for a sabbatical.

Eligibility for part-time employees will be determined based on the proportionate number of hours worked by the part-time employee. See chart below.

Sabbatical Eligibility for Regular Exempt Staff	
Number of Work Hours Per Week	Years of Employment for Eligibility
Full-Time, 40 hours	6 years
Part-time, 35 hours	7.5 years
Part-time, 30 hours	9 years
Part-time, 25 hours	10.5 years
Part-time, 20 hours	12 years

The maximum length of the sabbatical leave is three months.

Accrued Personal Time Off (PTO) may be used in conjunction with the sabbatical leave, with approval by the employee's supervisor.

Salary and benefits continue during the sabbatical leave. PTO continues to accrue during the sabbatical leave. Continuing Education leave is not reduced during the year of the sabbatical.

Expenses

Funds are not provided by the Presbytery to cover expenses associated with the Sabbatical leave, however, employees may use their annual Continuing Education allowance, if applicable.

Procedure

A detailed written plan of study with clearly identified goals must be approved by the Executive Presbyter and the Personnel Committee by August 1 of the year preceding the year of the proposed sabbatical.

Within three months of the completion of the sabbatical leave, the employee will provide a written report describing their experience, learning, and impact of the sabbatical, and how the goals of the sabbatical were fulfilled.

Notes – revisions in August, 2018: Clarify part-time eligibility, Define application timeframe, Note salary and benefits continuing. State use of PTO, State how expenses are / are not covered, Add post-sabbatical report, Clarify that PTO accrual and Continuing Ed continue during sabbatical

MEDICAL BENEFITS

POLICY

All full-time employees with benefits (as described in “Employment Classifications Policy”) are eligible to participate in the major medical provisions and optional dental benefits of the Benefit Plan of the Presbyterian Church (USA) after completion of the 90-day probationary period.

PROCEDURE

Please refer to plan documents available that provide a detailed description, policy, and procedures for these benefits. See www.pensions.org for more details.

Staff members who work at least thirty hours per week will be eligible for enrollment in the Board of Pensions Benefit Plan of the Presbyterian Church (USA) on the first day of the calendar month following the completion of the probationary period. Ordained clergy staff members or Certified Christian Educators who work at least 20 hours per week become eligible on the first day of employment. The Presbytery of Greater Atlanta current pays 100% of the Board of Pensions dues for members and family, subject to annual approval. PGA also pays for 100% of optional family dental coverage.

HEALTH REIMBURSEMENT ARRANGEMENT

Policy revised March, 2018
Adopted by Council, July 8, 2019

Policy

The Presbytery has established a Health Reimbursement Arrangement (HRA) in which PGA will reimburse regular employees for deductibles, co-payments, and other medical expenses up to \$300 per year, unless a different amount has been designated in the employee hiring agreement or terms of call.

Unused amounts may be carried over and used for reimbursement of medical expenses in subsequent years, accruing a maximum equivalent to two years of HRA allocation (generally, \$600).

This benefit terminates when the employee retires or leaves the employ of the PGA for any reason. PGA is not permitted to pay any part of the balance to the employee. The HRA may never be used for anything but reimbursements for qualified medical expenses. Only qualified expenses incurred while employed by PGA are eligible for reimbursement. Reimbursement requests should be submitted within 90 days of leaving the employ of the PGA.

Procedure

At the beginning of each fiscal year, each regular employee who has completed one or more years of service will have the annual allocation designated by the PGA for a health reimbursement account. The annual allocation will be an amount which does not cause the balance to exceed two years of HRA allocation.

Employees are responsible for completing a Medical Expense Voucher, attaching receipts (information that might compromise privacy may be blacked out) and submitting it to the finance office for payment. All medical and dental expenses described in the Internal Revenue Code and incurred by the employee or his/her dependents are eligible for reimbursement. These generally include co-pays and deductibles as well as prescription medicines.

See IRS Publications 502 and 969 for details which are available on-line at

www.irs.gov/formspubs/.

Notes – revisions in August, 2018:

- Add language leaving room for terms of call to provide employee-specific amount
- Add language from IRS policy about balance at termination of employment
- Correct eligible reimbursements from “non-prescription” to “prescription” medicines
- Clarify carryover.
- Update IRS info
- Add language about eligibility at end of employment

RETIREMENT BENEFITS

POLICY

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 Presbytery of Greater Atlanta.

PROCEDURE

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 PGA 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 PGA 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.

WORKERS' COMPENSATION INSURANCE

POLICY

All employees are automatically covered by Workers' Compensation Insurance at the time they are hired. The Presbytery of Greater Atlanta pays 100% of the premiums for this coverage.

PROCEDURE

It is important that the employee report any work-related injury or illness to the Executive Presbyter, as soon as it happens, regardless of how minor it may be. It is also important that the employee obtain proper first aid and/or medical attention immediately.

UNEMPLOYMENT INSURANCE

POLICY

As a non-profit organization, the PGA is exempt from state and federal unemployment insurance requirements. Therefore, no staff member is covered by unemployment insurance.

SECTION III: PERSONAL STANDARDS OF CONDUCT

ATTENDANCE AND PROFESSIONAL APPEARANCE

POLICY

Employees who are unable to report for work because of illness or for other reasons must notify the Executive Presbyter at once, by telephone, giving the cause of the absence. Employees are also required to keep the Executive Presbyter informed as to when they expect to return to work.

Employees are expected to dress appropriately and to be neat, clean, and well groomed at all times while at work.

PROCEDURE

Employees must call the Executive Presbyter when they are unable to report to work at their regularly scheduled starting time. Unless there are extenuating circumstances, this notification is to be given no later than 8:30 a.m. Employees who fail to call in to report their absence may be subjected to disciplinary action, up to and including termination of employment. Any employee who fails to report to work for three consecutive days without calling the Executive Presbyter to report their absences will be deemed to have abandoned their job, and their employment will be terminated.

Employees are expected to consider how their dress and appearance impacts their work performance and the perceptions of co-workers and visitors to Presbytery of Greater Atlanta. Safety and health considerations should also be considered when deciding what is appropriate dress. Employee dress should be neat in appearance and in a manner consistent with a professional atmosphere. The impression made on volunteers, visitors, and other employees and the need to promote employee safety and the need for all employees to focus on work should be kept in mind. Good individual judgment is the best guideline. The PGA reserves the right to send an employee home to change into appropriate clothing. In such circumstances, employees will not be paid for any time away from work. Failure to abide by this policy may subject employees to disciplinary action, up to and including termination of employment.

HOURS OF WORK

Policy revised April 2019
Adopted by Council, July 8, 2019

OVERVIEW

The PGA office is open Monday through Thursday from 8:00 to 5:00 p.m. and is staffed accordingly.

RESPONSIBILITIES

The PGA Executive Presbyter is authorized to define the standard workweek and work hours for each PGA employee, as required by the nature of each individual's job responsibilities.

Special arrangements for modified workdays or work hours require Executive Presbyter's approval in advance in writing, if significantly different from the standard workdays and hours.

It is strongly encouraged that all employees take responsibility for maintaining a healthy work-life balance for themselves.

NON-EXEMPT EMPLOYEES

Full time non-exempt employees must be compensated for work in excess of 40 hours. Any overtime must be approved in advance by the Executive Presbyter in writing. If overtime is approved, compensation is paid at the rate of 1.5 times the employee's regular rate of pay for each hour worked over 40.

Part-time non-exempt employees must be compensated for work in excess of the scheduled hours (to be paid at the straight hourly rate) and hours worked over 40 hours per week following the same policy as described above for full-time employees.

EXEMPT EMPLOYEES

Exempt employees are expected to manage their professional schedules with minimal direct supervision. Exempt employees are not eligible for overtime pay.

Notes – revisions in April 2019:

- Reorganized the structure of the policy
- Simplified and removed redundancies and contradictions
- Stated that work week for non-exempt employees is Sun - Sat
- Changed office hours from Mon - Fri to Mon – Thurs
- Clarified EP's authority to set work hours
- Simplified and broadened the language in the policy

OVERTIME PAY

POLICY

Time worked in excess of 40 hours per week by non-exempt employees will be eligible for overtime pay. The workweek starts on Sunday and ends on Saturday.

PROCEDURE

Non-exempt employees will be paid at the rate of one and one-half times their regular hourly rate of pay for all time worked in excess of 40 hours in any one workweek. Overtime may never be worked at the employee's discretion; rather it shall only be incurred and paid at the request of the Presbytery of Greater Atlanta through the Executive Presbyter. The Executive Presbyter shall ensure that no unauthorized overtime hours are worked. All overtime must be pre-approved in writing by the Executive Presbyter. Non-exempt employees must keep a weekly written record of hours worked.

HONORARIA
Policy revised March, 2018
Adopted by Council, July 8, 2019

Policy

Serving our churches is the mission of all employees.

Presbytery of Greater Atlanta employees may not keep honoraria or fees received for work or activities performed for churches within the Presbytery of Greater Atlanta. Honoraria or fees should be redirected to the Presbytery of Greater Atlanta general contributions or New Church Development Commission, as appropriate.

If an employee accepts an honorarium (or gift certificate), the employee is indicating that the service associated with the honorarium is not part of the employee's position and, therefore, the expenses associated with the activity are not reimbursable expenses. Further, the employee's time spent performing the service will not be considered work time and, therefore, is not compensable.

Notes – revisions in March, 2018:

- Slight rewording and rearranging
- Clarification that funds should be redirected to PGA or NCDC
- No change in policy

BUSINESS EXPENSE REPORTING

POLICY

Employees will be reimbursed for authorized travel expenses (mileage, tolls, and parking) incurred in the performance of their work.

PROCEDURE

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 Presbytery office required to fulfill job responsibilities.
- Travel authorized by the Executive Presbyter for Presbytery of Greater Atlanta-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 PGA, with no consideration given to frequent flyer points or other personal incentives.

Employees are responsible for completing Request for Payment Voucher, attaching all receipts and daily travel logs, and submitting them to the Financial Support Specialist monthly for reimbursement.

CREDIT CARD USAGE

POLICY

The Presbytery of Greater Atlanta will issue credit cards to certain staff members for their use in conducting presbytery business.

PROCEDURE

Monthly statements will be sent directly to the user and should be submitted promptly to the presbytery with all supporting receipts. Interest and late charges are the responsibility of the employee. Credit cards are only to be used for presbytery business, not for personal usage.

CONFIDENTIALITY OF PRESBYTERY INFORMATION

POLICY

The nature of our mission is dependent upon protecting and maintaining privacy for our constituents. All employees will adhere to a policy of strict confidentiality at all times.

PROCEDURE

It is the responsibility of all Presbytery of Greater Atlanta employees to safeguard sensitive PGA information. Continued employment with the PGA is contingent upon compliance with this policy. The Executive Presbyter is responsible for informing and training employees to ensure that the PGA's information remains confidential.

PGA computers and e-mail system are PGA property and should be used primarily for PGA purposes. Personal use of PGA computers and e-mail system is discouraged. PGA reserves the right to access its computers and e-mail system from time to time without notice. Employees should have no expectation of privacy in documents, correspondence, or other matters created or received on, downloaded to, or sent from PGA computers or e-mail system. By using the PGA's computers and/or e-mail system, employees consent to the PGA's right to access and/or monitor this equipment.

CONTACTS WITH THE MEDIA

POLICY

The Executive Presbyter shall serve as the official spokesperson for the PGA.

PROCEDURE

Contacts with the media should be made only with the approval of the Executive Presbyter. Questions from the media should be referred to the Executive Presbyter.

POLITICAL ACTIVITIES

POLICY

Presbytery of Greater Atlanta encourages its employees to accept the personal responsibility of good citizenship, including participation in civic and political activities, in accordance with their interests and abilities.

PROCEDURE

PGA accepts without reservation the basic democratic principle that all employees are free to make their own individual decisions in civic and political matters. Therefore, no employee's status with the PGA will be affected, in any way whatsoever because of participation or non-participation in lawful civic and political activities.

Participation in civic and political activities is considered to be a personal matter and, as such, is generally to be carried on outside of normal working hours. No political activities or solicitations will be carried on within PGA premises.

For purposes of this policy, political activities are activities in support of any partisan political issue or in support of or in concert with any individual candidate for political office (including PGA employees) or a political party, which seek to influence the election of candidates to federal, state, or local offices.

Political activities do not include educational or informational activities regarding issues of importance to the PGA and its congregations. The PGA reserves the right to determine whether an activity constitutes a political activity subject to this policy.

The PGA further reserves the right to deny time off for political activity when, in the PGA's opinion, the activity would unduly interfere with the employee's fulfillment of any obligations to the PGA. When an employee's full time is required for political activity, however, a leave of absence without pay may be granted at the PGA's discretion.

TELEPHONE AND VOICEMAIL

POLICY

Telephones and voicemail are provided primarily to allow employees to work more efficiently and stay in touch with our constituents more easily.

PROCEDURE

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 the Executive Presbyter, and the necessity is apparent, e.g., a family emergency. Personal telephone call privileges are subject to change or termination at any time. For example, if the Presbytery of Greater Atlanta telephone lines become overloaded with calls or an employee is found spending more than just brief periods of time on personal calls, this privilege will be revoked either generally or specifically as to the offending employee. Employees who abuse the PGA's telephone or voicemail system will be subject to disciplinary action.

POSITION DESCRIPTIONS

POLICY

Each approved position on the Presbytery of Greater Atlanta Staff shall have a written position description.

PROCEDURE

Each employee in consultation with the Executive Presbyter and Personnel Committee will develop a position description. In the case of a vacant position, the Personnel Committee will develop the position description in conjunction with the position supervisor. The exempt or non-exempt status of each position should be stated. Employees must have a copy of their position description. The position description will also be stored on the work drive of PGA's computer system.

PERFORMANCE EVALUATION AND CORRECTIVE ACTION

POLICY

The Presbytery of Greater Atlanta provides a formal structure for the annual evaluation of employees' performance and for resolving work-related performance issues.

PROCEDURE

Annual Evaluation

The Personnel Committee is responsible for the Performance Evaluation of the Executive Presbyter.

The Executive Presbyter, in coordination with the Personnel Committee, is responsible for the Performance Management Process of all other employees.

Corrective Action Procedure

If the Executive Presbyter believes an employee is having a work-related problem, he/she will provide notice to the employee of the problem and work with the employee to resolve the deficiencies. If the problem does not improve or worsens, the Executive Presbyter may enter into a formal corrective action process. Corrective action is used to advise employees of the seriousness of work-related problems and to provide assistance to employees as they work to correct the issues that impact performance. Non-exhaustive examples of corrective action steps include:

- Verbal warning
- Written warning
- Final written warning or suspension (with or without pay)
- Termination of employment

The type of corrective action taken by the Executive Presbyter will depend upon the nature and severity of the problem, and these steps are not intended to constitute a mandatory progressive action plan. Employees who have been subjected to one or more warnings or suspensions may contact the Personnel Committee to discuss the issues in question and specific concerns with the corrective action steps taken.

Complaint Resolution Process

To encourage and foster a positive work environment for employees, PGA has developed a process for the internal review and resolution of work-related problems.

Employees must first attempt to resolve work-related problems on an informal basis at the lowest level of supervision possible. Employees are encouraged to discuss work-related problems and work with other employees to reach amicable solutions to problems.

If an informal resolution is unsuccessful, a formal written complaint may be filed with the immediate supervisor or the Executive Presbyter within seven (7) calendar days of the date the issue arose or the date on which informal attempts to resolve the issue occurred. The written complaint should include a statement of the problem, a description of actions taken to date, and a description of the remedy desired.

Within ten (10) days of receiving a formal complaint, the supervisor will review the complaint, investigate the facts presented, and issue a written decision to the employee. If the employee is not satisfied with the response, the complaint may be appealed to the next level of supervision within five (5) calendar days of receiving the written decision. The employee must specify the reason for appealing the decision. .

Within fifteen (15) calendar days of receiving the employee's written appeal, the next level of review will be conducted and a written decision will be returned to the employee. All decisions of the Executive Presbyter or the Chair of the Personnel Committee, in consultation with the Personnel Committee, are final and binding on all parties.

TERMINATION OF EMPLOYMENT

POLICY

Employment with the Presbytery of Greater Atlanta is on an at-will basis, and either the employee or the PGA may terminate the employment relationship at any time for any reason.

Eligible full-time employees who leave the PGA for reasons other than discharge for willful misconduct may receive certain termination pay allowances and benefits as described below.

PROCEDURE

Full-time exempt staff members are encouraged to give one month's notice of resignation and full time non-exempt staff members are expected to give no less than two weeks' notice of resignation. In case of retirement, three months' written notice is required.

When employees are involuntarily terminated 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. Additional separation benefits will be given when there is a reduction in force. No cash payments will be made for unused sick leave or study leave. Earned but unused vacation will be paid. Board of Pensions dues will be paid until the end of the month of the last day of employment.

The employee must be advised that only the following information will be verified by the Executive Presbyter when references are requested.

- Dates of employment
- Positions held
- Eligibility for rehire

TYPES OF PAYROLL SEPARATION

Reduction in Force - Elimination of a position (not anticipated at the time of hiring) by Council 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 to Council after consultation with the Personnel Committee.

Resignation – Separation initiated by an employee with or without notice. Employees will be paid through the last day worked and for any unused current vacation.

Inadequate Performance – A PGA-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.

Willful Misconduct – A Presbytery of Greater Atlanta-initiated action to separate an

employee based upon willful misconduct by the employee. An employee who is terminated for willful misconduct will receive pay only through the last day worked.

PAY PROCEDURE FOR TERMINATED EMPLOYEES

Employees will receive their regular paycheck on the normal payday following the last day worked.

Presbytery of Greater Atlanta Severance Policy for Exempt Employees

Exempt full time employees of the PGA that have been employed for one year and whose employment with the PGA is terminated due to elimination of their position will be provided the following severance benefits.

The employee will receive a lump sum payment as defined in the table below, subject to all required withholdings, and should the employee elect medical continuation coverage, payment of one year of medical benefits commencing on the date of their separation and subject to the conditions below. This policy prohibits any body of PGA to solicit or offer any additional benefits to a particular employee.

YEARS OF SERVICE	LUMP SUM AMOUNT
1-4	2-3 Months Salary
5-8	3-4 Months Salary
9-12	4-5 Months Salary
13-16	5-6 Months Salary
>17	6 Months Salary

Such medical benefits will be paid for in accordance with the usual and customary Board of Pensions procedures and the extent of coverage will be limited to that in place at the time of termination. The payment of medical benefits will be discontinued at the end of one year from date of separation or when the employee becomes eligible to receive medical benefits from another source, whichever comes first.

Benefit type 1 – The Board of Pensions (BOP) does not provide what is commonly called “COBRA.” Instead, the Board of Pensions provides for “Medical Continuation” for up to 18 months at a cost determined by the BOP.

Benefit type 2 – The Board of Pensions (BOP) has a “Transitional Status” available to exempt and non-exempt employees who are actively looking **for** employment in the PC (USA) – up to 24 months for non-exempt staff and up **to** 12 months for exempt staff. The cost is about 50% of the “Medical Continuation” cost determined by the BOP. The Board of Pension relies on the EP to certify that the separated employee qualifies for “Transitional Status.”

Presbytery of Greater Atlanta Severance Policy for Non-Exempt Employees

Non-exempt full time employees of the Presbytery of Greater Atlanta that have been employed for one year and whose employment with the PGA is terminated due to elimination of their position will be provided the following severance benefits. The employee will receive a lump sum payment of 6 week's salary and paid post employment medical benefits for up to one year commencing on the date of their termination. The separated employee will have two options for continued medical benefits beyond the 12 month paid period based on the type of benefit selected from the Board of Pensions. The first type of continued medical benefit allows the eligible employee to receive Board of Pensions medical continuation for up to 18 months after the 12 months of PGA paid medical benefits with the cost of the coverage the responsibility of the employee. The second type of continued medical benefit applies to separated employees who are actively seeking employment in the PC (USA) for up to 24 months with the cost of the coverage the responsibility of the separated employee. Continued medical benefits will be discontinued when the employee secures full time employment in another organization or when the employee secures medical benefits from another source.

SECTION IV: OTHER POLICIES

POLICY AGAINST HARASSMENT

POLICY

Presbytery of Greater Atlanta will not tolerate any form of harassment or discrimination because of a person's race, gender, national origin, age, religion, disability, veteran's status, or other characteristic protected by law ("Protected Characteristic"). For purposes of this policy, harassment is any unwelcome conduct based upon a Protected Characteristic that has the purpose or effect of interfering with an individual's work performance or that creates an intimidating, hostile, or offensive work environment.

PROCEDURE

At the time of hire, all new employees will receive a copy of the most current PGA Policy and Procedures on Sexual Misconduct. Employees have an obligation to report any behavior that they reasonably believe violates the PGA's anti-harassment policy. Employees who believe they have been subjected to or have witnessed harassment or discrimination should report such acts to the Executive Presbyter, the Chair of the Personnel Committee, or any member of the Personnel Committee. The Personnel Committee must be advised of all allegations of unlawful harassment.

The PGA will not tolerate any form of retaliation or retribution against an employee who, in good faith, reports acts of harassment and/or discrimination or who participates in an investigation of allegations of harassment.

The Executive Presbyter or Personnel Committee will conduct an investigation of the allegations of harassment. The PGA will respect the privacy of the complaining employee and the alleged harasser to the fullest possible extent while conducting a fair and thorough investigation.

Intentional sexual harassment is a major violation of PGA policy and will be dealt with accordingly by corrective action, such as counseling, suspension, or termination, depending upon the severity of the violation.

It is the intent of PGA to provide a work environment free from verbal, physical, and visual forms [e.g., signs, posters, or documents] of sexual harassment and an environment free of harassment, intimidation, or coercion in any form. All employees are expected to be sensitive to the individual rights of their co-workers. Displaying sexually explicit images or text on PGA property is a violation of PGA policy. Employees are not allowed to download, archive, edit, or manipulate sexually explicit material from the Internet while using PGA resources. Any sexually explicit material sent by a fellow employee or received from outside sources should be given to the Executive Presbyter.

Each employee is expected to attend awareness-raising classes concerning sexual harassment within one year of employment.

ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

POLICY

No employee shall use, sell, transfer, possess, or be "under the influence" of alcohol, drugs, or controlled substances when on duty, on Presbytery of Greater Atlanta property, or in PGA vehicles.

RATIONALE

PGA recognizes that individuals sometimes use substances such as alcohol and drugs to an extent that their abilities and senses are impaired, "Impairment" or "being impaired" means that an employee's normal physical or mental abilities or faculties have been detrimentally affected by the use of substances. The PGA's position regarding substance abuse includes alcohol, marijuana, illegal drugs, prescription drugs, and other controlled substances (collectively, "Substances").

The impairment of any PGA employee while at work due to his or her use of substances is likely to result in a risk of injury to other employees, the impaired employee, or third parties, such as volunteers or guests. Moreover, substance abuse adversely affects employee morale and productivity.

PROCEDURE

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of PGA rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal, or any other penalty appropriate under the circumstances. Likewise, any employee who uses, possesses, transfers, or sells any Substance on PGA premises or in any PGA parking lot, storage area, or job site is subject to severe disciplinary action to be determined and administered at the sole discretion of the PGA.

In addition, the PGA may notify the appropriate law enforcement authorities of an employee's involvement in the use, possession, transfer, or sale of a Substance in violation of this policy after the incident has been investigated and reviewed by the Personnel Committee and the Executive Presbyter.

PGA is aware that substance abuse is a complex health problem that has both physical impact and an emotional impact on the employee, his or her family, and social relationships. A substance abuser is a person who uses substances, as defined above, for non-medical reasons, and this use detrimentally affects job performance or interferes with normal social adjustments at work. Substance abuse is both a management and a medical problem. An employee who believes he or she has a problem with substance abuse should discuss the situation immediately with the Executive Presbyter.

We have resources available to assist an employee who requests help with substance abuse. The employee must ask for help. The Presbytery of Greater Atlanta will not require it. Should disciplinary action be pending against an employee who asks for help, the PGA will assist to the extent of its resources, assuming that the employee remains employed. Nonetheless, regular disciplinary action will proceed. If the employee is terminated, the PGA will be unable to continue any program. An employee's voluntary, successful participation in a recovery or rehabilitative program may be a mitigating factor in any disciplinary action, depending on the facts and circumstances of each individual case. In some cases, disciplinary action may be suspended, or the employee placed on probation pending a successful completion of a recovery program.

Employees who are placed on a rehabilitation program because of performance or behavior problems due to substance abuse are subject to dismissal for failure to successfully complete the program or to change their performance or behavior.

The PGA is concerned with its employees' privacy, especially when matters regarding medical and personal information are involved. As long as the information is not needed for police or security purposes, the PGA shall maintain employee medical and personal information in confidence and release this information to authorized PGA personnel on a "need to know" basis. An exception to this policy is when the employee signs a release for the transfer of such information on forms acceptable to the PGA to designated persons or agencies.

Any psychological or physical problem that affects an employee's work performance or causes an abnormal work atmosphere is the concern of management. The Board of Pensions maintains a referral service for employees with problems such as the ones mentioned above. Counseling and referrals are provided on a confidential basis as long as the employee is not pending any disciplinary action. Employees who admit that they might have an alcohol or drug problem will be assured of assistance as long as they accept the help provided. They must agree to abstain from the substance involved and not violate any PGA rules or prohibitions by misconduct related to alcohol or drug use or otherwise violate any PGA rules or prohibitions.

If an employee is terminated for any reason, the employee assistance program shall cease and the PGA will not be obligated to provide further assistance. Nothing contained in this policy shall eliminate or modify the PGA's right to terminate any employee at any time for any reason.

In keeping with the PGA's concern for the risks associated with alcohol use, management has chosen to prohibit alcoholic beverages from being served or used on PGA premises at any time. Alcoholic beverages have no part in and shall not be used in conjunction with any PGA business meeting.

Social activities held off-premises and paid for on a personal basis are not affected by this policy. If management considers it appropriate, light alcoholic beverages may be served at PGA-sponsored events held off premises and for purely social reasons. The service must be managed in good taste and with good judgment. No alcoholic beverages should be served at any event where children under the age of 21 are present.

SMOKING

POLICY

Smoking is not permitted on Presbytery of Greater Atlanta premises or in PGA vehicles at any time.

PROCEDURE

Any infraction of this policy shall be considered grounds for dismissal.

SECURITY FOR EMPLOYEES, VOLUNTEERS, AND OTHER VISITORS

POLICY

To promote a safe and healthful workplace environment for all and to protect the Presbytery of Greater Atlanta's property and confidential and proprietary information, PGA shall require that all doors to the building remain closed and locked at all times.

PROCEDURE

PGA and its churches rely heavily on volunteers to do the work of PGA. These people are giving their time and energy without financial compensation. It is our policy to provide these people with the best possible service in a courteous and thoughtful manner at all times. Our volunteers come first and should be treated in the same manner that you would want to be treated.

For the safety and security of our employees and visitors, exterior doors are kept closed and locked at all times. Every visitor will be asked to state the reason for the visit through the intercom. Law enforcement or government officials, including health or fire inspectors, shall be directed immediately to the Director of Operations, who shall determine proper governmental authority, review court orders or subpoenas, and assist the law enforcement or government officials in a manner which provides full cooperation with minimal disruption to PGA operations.

On-site employees will be given keys. For security reasons, no keys are to be given to people not employed by the PGA. An employee who loses a key will be required to pay for a replacement. For security reasons, no meetings may be held in the building without the presence of an employee of PGA.

CHILDREN ON PREMISES

POLICY

The Presbytery of Greater Atlanta recognizes that employees will need to have children in the building from time to time. Out of respect and consideration of other employees, children should be reasonably quiet and allow employees to work.

INTERNET USAGE

POLICY

Internet usage is provided to employees for business purposes. Presbytery of Greater Atlanta has made substantial investments to make it possible for employees to communicate electronically with fellow employees and constituents as well as to seek information from the worldwide web. The purpose of these investments is to help employees do their jobs more efficiently. The equipment is not for the personal use of the employee and the PGA reserves the right to monitor such use.

PROCEDURE

Internet usage at PGA is provided to employees as a result of a significant financial investment, and it is expected that employees use these resources for business purposes. Examples of appropriate usage include the following:

- Communicating with fellow employees, constituents, and suppliers.
- Researching topics that are relevant to specific job requirements.
- Conducting other business activities such as working with the person who updates the PGA web site (e.g. posting job opportunities, describing PGA services, etc.).

Existing PGA policies that apply to employees' normal business behavior also apply when using the Internet. Among these PGA policies, there are several that require particular emphasis when using the Internet. These include the following areas:

Confidentiality

Issues of confidentiality take on critical importance when it comes to the Internet. (See related sections on Public Forums.) The Internet provides a new level of communication enabling all levels of PGA employees to make statements for the PGA. When a PGA employee sends a message or communicates through a public forum as an employee, it is natural for the recipient of that message or communication to understand it to be a PGA position or message. In fact, as will often be the case, it may just be a personal opinion.

When confidential files are sent via email, users must take great care in disseminating them. It is very easy to make a mistake when messages are sent to inadvertently include wrong addresses or the wrong file for that matter. Security and confidentiality need to be extremely high concerns for all PGA employees. Under no circumstances should confidential information be published via the Internet or social media.

Software Piracy

Access to the Internet enables users to download a wide variety of software products for a fee as shareware or for free. Employees must fulfill all license and copyright obligations of software that they download for their own use. These software downloads become the property of the PGA. Any employee who knowingly violates this software piracy rule is subject to termination.

Pornography

Employees are not allowed to visit sites that are considered "obscene." The PGA may maintain a system to monitor Internet usage. Any employee who disregards this policy and visits "unauthorized" sites will be issued an initial warning. Any additional violation may result in the termination of employment. The PGA has the right to view private files that have been downloaded

to check for the propriety of these downloads.

Sexual Harassment

Displaying sexually explicit images on Presbytery of Greater Atlanta property is a violation of the PGA's policy against sexual harassment. Employees are not allowed to download, archive, edit, or manipulate sexually explicit material while using PGA resources. Employees should destroy any sexually explicit material from the outside and advise the sender of the material that they do not wish to receive any additional material of this nature. If the originator of this material is another PGA employee, the recipient should warn the sending employee of the PGA policy about sexual harassment. If the sending employee persists in sending the material, the recipient should report the incident to the Personnel Committee or Executive Presbyter.

Illegal Activity

An employee cannot use the PGA's Internet facilities to knowingly break any laws or regulations of the United States or any other country. Use of the Internet for illegal purposes is grounds for termination.

Bad Judgment/Taste

It is a violation of PGA policy to store, view, or print graphic files that are not directly related to an employee's job or business activity of the PGA. Examples of these misuses might include downloading games, jokes, audio files, animations, or movie segments.

If employees receive messages from fellow employees or outsiders that are in bad taste, the PGA recommends that they ask the senders to stop sending such material. Fellow employees should be warned to stop. If it continues, employees are encouraged to disclose this information to the Personnel Committee.

Honest Disclosure

Employees are expected to honestly disclose who they are when they send e-mail, register accounts, or conduct other Internet transactions. Attempting to subvert these disclosure policies is a serious offense and subject to disciplinary action.

Excessive Resource Requirements

Employees are reminded to make prudent use of the Internet to avoid any degradation of the PGA computing resources. Therefore, it is recommended that employees refrain from excessive downloads that might constrain computing resources.

Public Forums

Employees are allowed to enter public forums when it makes business sense to do so. Only those employees who are authorized to speak on behalf of the PGA may do so in the name of the PGA in any newsgroup, public forum, or chat room. An employee who does not have this authorization can make statements only as an individual. Therefore, it is necessary for an employee to identify him- or herself as an individual when entering any public forum. If asked whether the employee's comments can be construed as a PGA statement, the employee can make this claim only if authorized to do so. All confidentiality matters apply to public forums. It is important to reiterate that employees should make no comments about confidential information.

Private Internet Use

If employees use the Internet at home on their own accounts, their privileges and privacy are assured. However, all confidentiality clauses remain – i.e., employees may not make statements as a Presbytery of Greater Atlanta employee. Employees can represent themselves as a PGA employee but must ensure that their comments are identified as their personal opinions. In all cases, employees must refrain from making statements or opinions that could affect the PGA's confidentiality or image.

Internet Access and Administration

The PGA reserves the right to limit access to the Internet to those employees who are required to use it for work purposes.

The PGA also reserves the right to monitor use of the Internet. This includes the following:

- Blocking certain sites that have been deemed offensive. Trying to subvert this blocking will be grounds for termination.
- Monitoring the usage rates of the Internet by all employees, collectively and individually. The PGA reserves the right to publish this information on an internal basis.
- Monitoring the specific sites that each employee visits and the length of each visit.
- Monitoring all file transfers and e-mail deliveries.

No employee communications and Internet visits made during business hours are considered to be private. The PGA reserves the right to inspect files and communications that employees make to ensure compliance with this policy.

Making Purchases over the Internet

Employees who have budgetary approval may use PGA credit cards to purchase products over the Internet.

Internet Security

The Internet provides great benefits and great risks. As never before, the PGA's resources can be severely impaired or damaged when proper procedures are not adhered to.

Passwords

PGA employees have been assigned passwords and User Ids to access the Internet. Employees must keep this information confidential and are strictly prohibited from sharing these Ids with other employees.

Worms, Viruses and Trojan Horses, Etc.

All files that are downloaded must be first scanned for possible infection. Any employee who knowingly tries to propagate the Internet or internal resources with infected viruses or Trojan Horses will be subject to termination.

Firewalls, Security Systems

The PGA has installed a variety of systems to thwart intrusion by outside hackers. It is extremely important that the integrity of these systems be maintained. Any user who tries to override these security measures will be subject to termination.

Use of Modems

Because independent modems can be infiltrated by outside users, all computers that are authorized for this usage must be separate from the networking facilities of other PGA computers.

Spam

Presbytery of Greater Atlanta respects the privacy and rights of its constituents. Mass emails may only be sent for a specific PGA purpose and should be sent only to appropriate parties. We want our constituents to welcome email from this office, not block it.

Use of the Internet During Non-business Hours

Use of the Internet during non-business hours is permitted subject to all the conditions listed above.

EMERGENCY CLOSINGS

POLICY

Except for regularly scheduled holidays, Presbytery of Greater Atlanta Conent Center will be open for business on Mondays through Thursdays during normal business hours. The Presbytery of Greater Atlanta recognizes that circumstances beyond its control, such as inclement weather, national crisis, or other emergency, do occur. On such occasions, PGA staff follows the guidelines of City of Atlanta Public Schools.

PROCEDURE

In the event of an emergency closing, the PGA will endeavor to notify all supervisory personnel for the purpose of contacting employees. Employees may also contact the Executive Presbyter. In the case of inclement weather, each employee should use his or her judgment to determine whether the roads are too dangerous for safely driving to work. If City of Atlanta schools are closed due to inclement weather, employees are not expected to come to the office but are expected to work remotely.

PARKING

POLICY

Recognizing the need of our volunteers, suppliers, and visitors to have easy access to PGA facilities, employees may park their automobiles in spaces not directly in front of the building.

PROCEDURE

Employee parking is available on a first-come, first-served basis in designated areas of the Druid Hills Presbyterian Church parking lot.

Children enrolled in the Druid Hills Child Development Center are often on the playground or in the parking lot adjacent to PGA's office. Employees and visitors must exercise caution when driving in the parking lot, especially when children are present.

Under no circumstances should any employee park in any manner that might block access to PGA facilities by any delivery vehicle or truck. The PGA assumes no responsibility or liability for employee automobiles. Lock your cars and take your keys.

MAIL AND SHIPPING

PGA is dependent upon an efficient and economical system of receiving and sending mail in order to stay in touch with our churches.

Postage and shipping costs represent a significant part of the PGA's operating budget. In addition, the handling and processing of mail requires the time and effort of employees. To facilitate the efficient and economical receipt and dispatch of mail, no personal use of the PGA's mail system shall be permitted including, without limitation, the use of PGA stationery or envelopes, postage or postage meters for personal purposes. Employees are allowed to deposit pre-stamped personal mail with outgoing PGA mail.

ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL MANUAL
AND AGREEMENT TO ARBITRATE DISPUTES

I, _____, acknowledge that I have received, reviewed and understood the Personnel Manual of the Presbytery of Greater Atlanta as adopted on January 1, 2015 with revisions as of October 7, 2019.

I further agree, for and in consideration of my continued or initial employment, that any and all claims and disputes related in any way to my employment by the Presbytery of Greater Atlanta shall be resolved via binding arbitration conducted pursuant to the Employment Rules or other similar rules of the American Arbitration Association.

Signature

Print Name

Date