

## PERSONNEL POLICY

The Session of the University Presbyterian Church, Austin, Texas is charged "with employing the administrative staff of the congregation" (Book of Order, G3.0201c).

The personnel policies are an expression of the pursuit of such spiritual interests. They serve as a pastoral tool of the Session in its oversight of the congregation and paid employees for the good health and growth of both.

The Staff Oversight Ministry Team of the Session has the responsibility of exercising Sessional concern in regard to paid employees of the church. The Pastor is the primary staff person related to the Staff Oversight Ministry Team.

### 1. Principles of Personnel Policies

- a. Personnel policies are an acknowledgment of the diverse gifts and responsibilities of the Session, the Pastor, and the Support Staff of the University Presbyterian Church. With regard to these policies, the major function of the three are, respectively, policy, administration, and direct services.
  - (1) The Staff Oversight Ministry Team will consist of the Chairperson who shall be an active elder and who shall preside over the ministry team and report to the Session; the immediate past chairperson; the chairperson or representative of Resources and Planning; two members at large; the Senior Pastor as staff resource.
  - (2) The Staff Oversight Ministry Team will recommend to the Session such policies as it deems necessary and helpful to the ministry of the church.
- b. The Pastor is responsible for the administration of the personnel policies.
- c. Personnel policies will be reviewed by the Staff Oversight Ministry Team regularly, but at least annually.

### 2. Employment of Personnel

#### a. Selection Procedure

- (1) The Staff Oversight Ministry Team, in consultation with the Pastor, shall be responsible to the Session for recommendations with respect to the selection, retention, evaluation, compensation, and termination of all staff members, except in the case of staff who are called by the Congregation.
- (2) Each staff person, either pastoral staff or lay staff, shall be accountable to the Pastor, as head of staff. The Pastor may designate supervisors within the staff of other staff members.
- (3) All staff positions shall have a written job description to be

formulated by the program Ministry Team being staffed by the staff person and to be reviewed by the Staff Oversight Ministry Team.

- (4) All persons employed will be given, in writing, a description of responsibilities, salary and benefit provisions, and the specifications of any special arrangements between the Session and the person employed.
- (5) All staff positions shall be budgeted through the Staff Oversight Ministry Team.
- (6) The Pastor, in consultation with the Staff Oversight Ministry Team and Session, shall supervise all staff members and shall make any recommendations to the Staff Oversight Ministry Team regarding staff positions and staff members.
- (7) Any program Ministry Team of the Session (Worship & Music, Campus & Young Adults, Resources and Planning, Mission and Service, Christian Education, etc.) is encouraged to make recommendations to the Staff Oversight Ministry Team with respect to:
  - (a) needs for staff support;
  - (b) effectiveness of staff members assigned to resource their Ministry Team;
  - (c) any other issues related to staffing their Ministry Team.
- (8) The selection of staff other than Pastors shall be as follows:
  - (a) Either the Staff Ministry Team itself, a Program Ministry Team, or the Church Staff through the Pastor shall communicate the need for additional staff, a possible change in a staff responsibility, information regarding the compensation of a staff member, or the need to retain or release a staff member.
  - (b) The Staff Oversight Ministry Team, in consultation with the Pastor, the originating entity or party, and the appropriate Program Ministry Team, shall recommend a plan of action to the Session for its approval.
  - (c) The Staff Oversight Ministry Team 's recommendation to the Session shall include budgetary considerations and recommendations, a selection process, and other appropriate considerations to implement the Ministry Team 's recommendations.
- (9) Staff positions of less than full-time shall be appointed for a limited term and shall be reviewed and renewed as appropriate.
- (10) Scholarships recipients are not under Staff Oversight

Ministry Team purview.

b. Six-Month Review Period

- (1) Unless specifically waived by the Session, there will be a review of employment for each new employee at the end of six months. Continuation of employment is based upon satisfactory performance and by mutual consent.

c. Position Classification

- (1) Job descriptions for all Regular Staff employment, whether full-time or part-time, are on file in the Church Office and are available upon request.
- (2) Part-time Employment is employment for a specified number of hours and days or for specified professional tasks of ministry. The hours and days or tasks will be clearly outlined. Conditions of employment will be confirmed in writing. All personnel policies and practices apply to Regular Part-Time employees on the basis of the proportion of the regular work week for which they are employed. Benefits may differ according to individual contractual agreements.
- (3) Temporary employment is employment for a time-limited period during which persons are retained as extra or substitute staff for Regular Staff on leave, or for work on special projects. The scope, duties, and other conditions of employment will be clearly defined, as well as the duration of employment. Policies regarding fringe benefits are not applicable to temporary employment, except as required by law.

d. Performance Evaluation

- (1) The Pastor in collaboration with the Staff Oversight Ministry Team will conduct an annual evaluation of the entire staff. Such a report will include, but not be limited to, an evaluation of the performance of each during the preceding year and recommendations concerning future terms of employment. New employees will be evaluated after their initial six months of employment. The Pastor may place on temporary suspension any staff members whose performance is deemed unsatisfactory. Final determination of continuation of employment is by the Session upon recommendation of the Staff Oversight Ministry Team.

e. References

- (1) Reference letters furnished on request of prospective employers will be based upon information in the employee's personnel file. A letter of reference is over the signature of the Pastor, unless another is designated to write it. An employee may request a copy of such letters of reference.

f. Termination of Employment

- (1) Resignation: A regular staff employee will give written notice to the Pastor at least two weeks prior to leaving employment. Employees will give two weeks notice in writing. Earned vacation with pay shall be taken after the two-week period has been completed.
- (2) Dismissals: Cause for disciplinary action or dismissal include, but are not limited to, the following:
  - (a) insubordination,
  - (b) absence without leave endangering the safety of others,
  - (c) use of alcohol or illegal drugs while on duty,
  - (d) unauthorized use of funds or property,
  - (e) falsification of documents or records,
  - (f) unauthorized use of official information,
  - (g) unauthorized disclosure of confidential information,
  - (h) abuse of official authority,
  - (i) sexual harassment,
  - (j) incompetence or neglect of duty or disruptive behavior which impairs the performance of others,
- (3) Reasons for disciplinary action or dismissal will be given the staff member in writing, and a copy placed in the personnel file.
- (4) Severance Pay: The Session gives no severance pay, except accrued vacation.
- (5) All employees who resign or are dismissed will have an exit interview with the Staff Oversight Ministry Team and a report of this interview will be given to the Session.

g. Personnel File:

A confidential file on each employee is maintained by the Pastor. Access to the file by any other than the Pastor is by consent of the Pastor and the employee concerned.

3. Working Conditions

- a. Spiritual Environment: The Pastor is responsible for making sure that

relations among staff members contribute not only to accomplishment of work but also to the good health and growth of all persons concerned. It is the Session's hope that the Spirit of Christ prevails among all.

- b. Physical Environment: The Pastor is responsible for making sure that a satisfactory physical environment is maintained for all employees, not only for accomplishment of work but also for the morale, good health, and growth of all concerned.
- c. Hours of Work
  - (1) The Pastor will determine when the Church Office is kept open.
  - (2) The regular work week for all hourly, full-time support staff will be forty (40) hours. Part-time employees are expected as specified.
  - (3) The specific hours of work for salaried employees, if other than those hours when the Church Office is open, will be negotiated between the Pastor and the employee.
  - (4) Compensation for time worked beyond forty hours per week will be in the form of time off from work.
  - (5) Holidays: All staff members shall have the following holidays with pay:
    - (i) January: New Year's Day, plus either the day before or the day after, at the discretion of the Pastor
    - (ii) Martin Luther King Day
    - (iii) March/April - Good Friday (1/2 day)
    - (iv) Monday after Easter Sunday
    - (v) Memorial Day
    - (vi) July 4 - Independence Day
    - (vii) September - Labor Day
    - (viii) November - Thanksgiving Day and the Friday following
    - (iv) Christmas Eve (program staff participate in Christmas Eve services)
    - (v) December 25 - Christmas Day and either the day before or the day after, at the discretion of the Pastor
    - (vi) Other holidays will be at the discretion of the Pastor
- d. Vacations: Full-time support staff shall receive vacation time according to the following schedule:
  - Number of Years Worked - Vacation Days Earned
  - 1 year - 10 working days
  - 2 years - 12 working days

- 3 years - 15 working days
- 4 years - 17 working days
- 5 years - 19 working days
- 6 years - 20 working days

In the sixth year and thereafter, the number of working days of vacation shall be 20. Vacation time of four weeks each year has been established by Mission Presbytery as a minimum vacation in the first year and thereafter for all Pastors and Associate Pastors serving in the Presbytery. An individual church may expand vacation for a longer period if desired, but as a minimum four weeks each year must be made a part of the terms of call.

- (2) Part-time support staff accrue vacation time with pay in proportion to full-time employment.
  - (a) Employees may accrue not more than one year of vacation days earned at any one time.
  - (b) Vacation time may be taken at any time of the year with prior consent of the Pastor
- (3) Personal Leaves
  - (a) Personal illness: leave with pay is granted for illness requiring absence from job
- (4) Sick leave is accrued at the rate of one (1) day per full month of full-time employment, and is cumulative up to thirty-six (36) working days, applicable only toward illness and extended convalescence. Extended sick leave beyond that accrued, but without pay, may be granted at the discretion of the Pastor.
- (5) Injury leave: If injured on the job, an employee will be granted injury leave with pay for a maximum of twelve (12) working days, based on full-time employment, or until such time as workman's Compensation Insurance becomes effective.
- (6) Medical, Dental, and Other Health Care time off for less than one-half day, necessary for health care, shall be granted at the discretion of the Pastor.
- (7) Illness or Death of a Family Member: Emergency leave with pay may be granted at the discretion of the Pastor.
- (8) Other Personal Business - Time off with pay for less than one-half day may be granted to enable staff to deal with personal business which is best attended to during community working hours. Such absences should be approved in advance by the Pastor.
- (9) Maternity/Paternity Leave - An employee who has been employed by the Session for one (1) year is eligible for

maternity/paternity leave without pay. Maternity/Paternity leave is for not more than six months. Such leave is granted by the Pastor in consultation with the Staff Ministry Team.

(10) Leave for Extended Illness and Disability - An employee who has worked for more than one (1) year is eligible for leave without pay, for not more than six months. Such leave is granted by the Pastor in consultation with the Staff Oversight Ministry Team.

(11) Sabbatical Policy - A UPC pastor or associate pastor who has at least six (6) years of service at UPC may request through the Staff Oversight Ministry Team to take a fully compensated sabbatical of at least three (3) months. In addition, the Staff Oversight Ministry Team or the Session may request a sabbatical for the pastor or associate pastor if the above years of service have been reached. A request for a sabbatical must be approved by the Session. If the Sabbatical is approved by the Session, the pastor or associate pastor and the Session will follow the Sabbatical Leave guidelines of Mission Presbytery. (Mission Presbytery Policies Concerning Ministers and Educators, p. 12)

(12) Leaves Necessitated by Law

(a) Military leave shall be granted in accordance with the Universal Military Training and Service Acts. Staff member who are members of the National Guard or Active Reserves are entitled to leave time when required without pay. In the event however, that military pay during such leave is less than the staff member's salary or regularly computed wages, the Session shall pay the difference to the staff member.

(b) Jury Duty - The Session shall grant leave with pay to a staff member who is called to Jury Duty.

e. Insurance

(1) Workman's Compensation: For all staff members paid directly by the Session, there is insurance coverage which provides for the payment of medical bills for injuries sustained on the job. All accidents occurring on the job must be reported promptly to the Pastor who will report it to the person responsible for filing claims. This insurance also pays weekly compensation according to employee's salary, in addition to medical benefits, beginning the second week of unemployment due to injury on the job and

continuing for the duration of employment, In addition, the insurance pays for the loss of all parts of the body such as fingers, arms, legs.

- (2) Group Insurance Plan: The church follows Presbyterian Church (USA) policy regarding benefits for the pastor and associate pastor(s) The church contributes to the Board of Pensions the specified percentage of net effective salary (32.25 % in 2012) to provide BOP benefits for the ordained personnel. Of this, a specified percentage goes toward the PC(USA) retirement plan. The remainder pays for group insurance benefits, which include medical coverage for the participant and family and life and disability insurance for the ordained participant. In addition, UPC pays for the optional benefit of dental insurance for the pastor and associate pastor(s) and their immediate family.

For non-ordained employees (except for those specified below), the church pays 99% of the premium for major medical health coverage for full-time employees . An employee may add dependents to the coverage, but the church does not pay the dependents' premium. UPC offers to its eligible employees the Board of Pensions Affiliated Benefits Program. If a UPC employee is enrolled in an insurance program with a spouse and prefers to be on the spouse's program, this can be done. If so, UPC will reimburse the church employee for the amount of his/her premium paid on the spouse's plan, up to but not more than what UPC would pay for the employee on the Board of Pensions Affiliated Benefits Program.

For non-ordained employees on the Board of Pensions Affiliated Benefits Program who wish to enroll in the optional dental program, UPC will not pay any portion of the premium, but will collect the premium from the employee and send it to the Board of Pensions.

Part-time UPC non-ordained employees who work 20 hours per week or more, will be eligible to be on the Board of Pensions Affiliated Benefits regular medical program if they

wish and UPC will pay half of the premium for the employee (not for dependents). If the part-time employee opts not to be in the Board of Pensions plan, but is in another insurance plan, UPC will pay the lesser of one-half the Board of Pensions Affiliated Benefits Plan for that individual or will reimburse for one-half the premium for that person for the “outside” plan the employee has.

Certain non-ordained employees who work part-time at the church are considered ineligible to participate in the UPC insurance program or for UPC to pay any portion of an insurance program such person may have elsewhere. This applies to persons holding the following positions: building monitor, nursery coordinator, nursery workers, accompanist, Sound of Angels assistant director or scholarship singers.

- f. Retirement Plan: The Board of Pensions offers an optional 403(b) retirement savings plan for pastors and other ordained personnel. UPC does not pay any contribution to the 403 (b) plan, but if any eligible person wishes to contribute to this optional program, UPC will handle the contribution by payroll deduction and will forward the contribution to the appropriate administrator.

#### 4. Salary Information

##### a. Payment Plan

- (1) All employees are paid on the 15<sup>th</sup> and the last day of each month. If either or both days should fall on a weekend, payment is due on the Friday immediately preceding.
- (2) Calculation Basis
  - (a) The payroll is calculated on the basis of twenty-two (22) working days per month for each month of the year.
  - (b) Salary Ranges: Salary for each position is recommended by the Staff Oversight Ministry Team to the Session.
  - (c) Increments: Salaries are reviewed at least annually. Increases, when given, are based on merit and/or cost-of-living considerations.

#### 5. Grievance Procedure: If an employee is dissatisfied with any personal action involving the employee, including dismissal, the employee is entitled to take these steps, without prejudice, in the following:

- a. review by the Pastor;
- b. review by the Staff Oversight Ministry Team;
- c. appeal in writing for review by the Session. An appeal made must be

granted as expeditiously as possible.

6. **The Pastor's Discretion:** At the Pastor's discretion, and after consultation with other ordained staff members, the Pastor may request that the daily oversight of specific employee(s) be undertaken by one of the other ordained staff members. Such discretion will be affected by the performance of a specific employee. Such action will be conveyed to the Staff Oversight Ministry Team.
7. **Sabbatical Policy:** A UPC pastor or associate pastor who has at least six (6) years of service to the church may request through the Staff Oversight Ministry Team to take a fully compensated sabbatical of at least three (3) months. If the Staff Oversight Ministry Team approves the request, it will go to the Session for review and approval. The pastor and the session will follow the Sabbatical Leave guidelines of Mission Presbytery.