

COMMUNITY  
PRESBYTERIAN CHURCH



# **HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL**

Community Presbyterian Church  
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# **HUMAN RESOURCE POLICIES AND PROCEDURES**

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## **INTRODUCTION- ABOUT THIS HANDBOOK**

This handbook provides general information you will need to know about human resource policies, practices, responsibilities and benefits that are part of working for Community Presbyterian Church. Throughout the handbook, "CPC" refers to Community Presbyterian Church and its affiliate organizations including San Ramon Valley Christian Academy (SRVCA), Community Presbyterian Preschool (CPP) and Community Presbyterian Counseling Center (CPCC).

This handbook supersedes all previous handbooks, manuals, memorandums and oral/written statements pertaining to CPC's policies described here. The provisions of this handbook are general guidelines. Nothing in this handbook establishes a contract, promise of employment; or duration of employment between you and CPC. The following Human Resource policies and procedures will apply unless superseded by federal/state law, a CPC employment agreement or the Evangelical Presbyterian Church's (EPC) Book of Order. This document supercedes policies and procedures that have been previously published or developed by an individual ministry.

This handbook and the policies described within may be changed or appended at any time. These changes will typically be communicated to you by office memorandum and/or posting. All CPC employees are expected to read and become familiar with the policies and procedures described in this manual. Questions regarding this document and its interpretation shall be brought to the Director of Ministry Support.

## **-1.0- EMPLOYMENT AND STAFFING PRACTICES**

It is the policy of CPC to employ qualified individuals who can contribute to the mission and goals of the church. Recruitment and selection of those individuals are governed by the following hiring considerations:

### **- 1.1- EMPLOYMENT PROCESS**

*(Revised and approved by Session 4/1/03; 2/7/06; 3/28/06; 10/26/10)*

A current position description is required for any open position. The position description shall describe the job purpose, key job responsibilities, expected knowledge and problem solving ability, decision making requirements, and reporting relationships. If a position description is not available, the Manager/Pastor will develop the position description. The position description shall be reviewed and approved by the Director of Ministry Support prior to posting, interviewing or making an offer of employment. The Director of Ministry Support will review the skills required and the job responsibilities to determine the job value. A review of the skills required, the job responsibilities and the comparative job value will provide the data required to place the position within a CPC Salary Band. This Salary Band will establish the starting and average salary for the position.

It is the policy of CPC to promote career opportunities for both its current and future employees by conducting its job searches in a fair and open manner. Care shall be taken during the interview process to ensure the privacy of all individuals is respected. The Managers/Pastors are encouraged to consider current employees who may be qualified for promotional opportunities. Open positions will be posted internally for five work days before external recruiting is initiated. Internal interviews do not have to be completed before the external search begins.

**Relatives of Employees** will receive the same consideration as any other applicant for an open position. However, no person may be employed in a full or part time position in the same department as an immediate family member (spouse, parent, parent in law, child, grandchild, grandparent, brother or sister). The only exception to this rule shall be that siblings will be allowed to work alongside each other as interns.

**No immediate family member of the Pastoral Team or Active Elder** may be employed by CPC.

**No Active Elder/Deacon** may be employed in a paid position in the church. The only exception to the above prohibitions for family members of the Pastoral Team or active Elders will be that family members will be allowed to serve as interns and for temporary positions 120 days in duration, provided, however, that there is no direct supervision. This exception will require Session approval prior to the beginning of the employment. The spouse of a paid staff member may not serve in a leadership position (Elder, Deacon, or Chairperson) on the same committee supported by the paid staff member. The Director of Ministry Support has the authority to hire program and support staff within the annual approved budget.

Session delegates the authority to hire all Director level positions within the approved budget to the Pastoral Team in partnership with the Elder Overseer of the Ministries, the HR Elder and the Director of Ministry Support. Session reserves the authority to hire key ministry leaders which normally include a session affirmed search team. These positions are the Minister of Worship & Arts, the Director of Ministry Support, the Clinical Director of CPCC, the SRVCA Principal, and the Director of CPP. The process for hiring ordained Presbyterian Pastors is contained in the EPC Book of Order.

Anyone seeking exception to the above changes regarding “**Relatives of Employees, no immediate family member of the Pastoral Team or no Active Elder**” may seek approval of such an exception by the Session.

## - 1.2- EMPLOYMENT CLASSIFICATIONS

There are three factors that are used to determine the classification of an employee. The first is the period of employment (regular or interim), next is the number of hours they are regularly scheduled to work (full-time or part-time) and last is their eligibility for overtime (exempt or non-exempt).

Regular or Interim Status If the period of employment has no prearranged ending date, the status is **regular**. If the period of employment is less than a year and has a prearranged ending date, the status is **interim**. The interim position is normally used for persons filling a vacant pastoral staff position during the search process. This interim person is not normally considered as a candidate for the regular position.

Full-time or Part-time Status Full-time employees are those regularly scheduled to work thirty or more hours per week. Part-time employees are those regularly scheduled to work less than thirty hours per week.

Exempt or Non-exempt Status The Fair Labor Standards Act, passed in 1938, established for most kinds of work, the minimum wage and maximum hours and defined the kinds of work that was exempt from the minimum wage and hour requirements. Employees whose positions meet specific exemption tests are exempt from overtime. For any given job, the exempt employee is not paid overtime or granted compensatory time off for hours worked in excess of 8 hours per day. **Employees whose positions do not meet these tests are non-exempt and will receive either compensatory time off or be paid at a rate of one and one half times their regular hourly rate for all hours worked in excess of 8 hours per day.** All hours worked in excess of 8 hours per day must be approved in advance by the employee's manager. The classification of exempt/non-exempt status for each CPC position is documented in the position description.

CPC has also classified some positions because of the special nature of the work, the unique nature of their relationship to CPC and/or marketplace standards. These positions are named below and are described in detail in the appropriate section of this document.

**Ordained Presbyterian Pastor:** The relationship between the ordained Presbyterian Pastors, the Church and the Presbytery is determined by the EPC Book of Order. The Presbytery Ministerial Committee has the responsibility to establish the overall compensation and benefit guidelines for ordained Pastors (BOG 16-27A9). The Presbytery Ministerial Committee establishes guidelines for the Presbytery and provides the information to the church Session. The exact benefits will be determined by the Pastor's terms of call, the requirements of Presbytery and the local CPC practice. Section 8 details many of the special benefits in place for CPC's ordained Pastors. The term "ordained Pastor" in this document refers only to those Pastors ordained by the Evangelical Presbyterian Church.

**Certificated full and part-time teachers:** This category of employee includes all teachers, resource staff and substitutes who are a regular part of the curricular program at the San Ramon Valley Christian Academy, including substitute teachers. One year employment contracts will be executed between all full-time and part-time certificated teachers and the SRVCA Committee. With the exception of contracted part-time teachers, part-time employees are paid on an hourly basis and must record their hours worked each day on a time card. Full-time contracted certificated teachers receive all the benefits listed below. Part-time contracted certificated teachers receive limited benefits. Part-time, hourly employees receive no benefits. Benefits for full-time non-certificated staff (classified staff) will be the same as other CPC support staff. See Section 7 for additional details.

**Ministers who manage a major ministry:** The "Minister Of" position is reserved for those individuals who are called by a CPC Search Committee to manage and lead a major ministry. These individuals negotiate separate terms and benefits that are documented and approved by an employment agreement with the CPC Session. These individuals are frequently ordained outside the Presbyterian denomination. The only unique benefit that the "Minister Of" position receives is a negotiated scholarship grant for their children to attend the San Ramon Valley Christian Academy.

## **-1.2 –EMPLOYMENT CLASSIFICATIONS (CONT.)**

**Interns:** CPC's intern policy recognizes that students or those pursuing licensure in many professions require hands on experience to fully develop their skills before they can complete their training and be licensed or ordained. Our intern program is a one year commitment from CPC to the individual to work in one of our ministries, usually Student Ministries or the Community Presbyterian Counseling Center, with the opportunity to continue for additional years if deemed valuable by both parties. Work hours, hourly pay rate, and benefits will vary according to the level of experience and education of the intern. See Section 10 for additional details.

**Volunteers:** It is the policy of CPC to provide opportunities for persons to serve on a non-compensated basis. Persons who volunteer to assist on an occasional or regular basis with no expectation of payment for their services are considered volunteers. Volunteers must provide identification data before they can begin work. Volunteers working with children are required to provide additional information per church policy and/or by law.

## **- 1.3 - EMPLOYMENT AT WILL**

In accordance with California State Law, all employees not covered by a specific contract for a specified length of time are considered "at will". This means that either the employee or CPC may terminate the employment relationship for any reason, at any time, with or without cause or notice. CPC disclaims any implied contractual obligation of continued employment. Only the CPC Session may change the above or enter into any agreement of employment with an individual for a period of time contrary to the "at will" employment relationship. In any such instance, the agreement must be in writing and approved by the Session. Any oral or written statements to the contrary are expressly renounced and should not be relied on by any employee.

## **- 1.4 - EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of CPC to engage in employment practices and policies which promote equality of opportunity in all aspects of employment. CPC will be guided by the EPC Book of Order and applicable federal and state laws, regulations and executive orders related to equal opportunity in employment.

CPC will recruit, hire, call, train compensate and promote persons in all employment classifications without regard to race, color, national origin, gender, age, marital status, or physical, mental or medical disability unrelated to the ability to engage in activities involved with the job. Every CPC manager and employee is responsible to ensure that the above commitments are honored in all activities. All employees must be United States citizens or hold a valid work permit and they must be of an age entitling them to legally hold the position.

CPC's leadership is dedicated to providing a work environment that encourages and supports diversity and is free of all forms of unlawful discrimination.

## **- 1.5 - CONTRACTING FOR SERVICES**

Occasionally, CPC may have a need for professional services which do not exist within the current staff. When the need is specific and for a limited period of time, it may be an option to use an independent contractor. This alternative shall not be used where the job to be performed is a regular or ongoing part of the CPC church program.



### **- 1.5 - CONTRACTING FOR SERVICES (cont.)**

The approval of the Director of Ministry Support is required to develop a contract with the independent contractor. This agreement must include the nature of the service to be performed, the term of the assignment and the agreed compensation for the defined result.

A paid CPC employee cannot also perform the role of an independent contractor. When an employee works on a special program which is clearly outside of their regular responsibilities, additional compensation, if appropriate, needs to be accomplished through the regular CPC payroll process.

### **- 1.6 - WORK WEEK**

The work week for non-exempt staff is normally forty hours unless otherwise specified by the employee's manager. Specific start/stop times vary by ministry and by individual employee depending on the number of hours he or she is scheduled to work. It is therefore required that each employee understands their work schedule and that all employee absences be communicated to the employee's manager to ensure work is rescheduled or adequately covered.

In church employment there is a fine line between what a person is expected to do as an employee and what a person chooses to do voluntarily. This distinction must be made clear with each employee on an individual basis and an understanding reached with the manager to avoid confusion, unmet expectations or misunderstandings. There is no requirement for a CPC employee to do any work on a volunteer basis and no financial compensation will be considered for volunteer activities.

### **- 1.7 – HUMAN RESOURCE RECORDS**

It is the policy of CPC to establish human resource records for each employee and maintain within that file the documents and records relevant to the employee's employment and performance at CPC. The file will contain such items as the employee's resume, the completed application for employment, CPC's offer of employment, required tax information, benefit enrollment forms, completed performance appraisals and other information relevant to the employment relationship with CPC.

Employees are responsible for keeping their human resource records up to date with respect to personal information and are expected to notify the manager of any changes to their name, address, telephone number, marital status, number of dependents, beneficiaries for designated benefit plans and the person to be notified in an emergency.

Unless required by law, information regarding an employee will not be released to any public or private agency without the prior written authorization from the employee, in accordance with the Privacy Act. With written approval, CPC will only provide the following types of reference information on former employees: dates of employment, position held and salary. Employees are to refer all external requests for human resource information concerning applicants, employees or former employees to the Director of Ministry Support or his designate. The Ministry Pastor may provide personal references for current or former employees with written authorization from the employee.

Within CPC, access to human resource records is restricted to those employees with a business reason for this information. Generally, access will be provided to the employee's manager, the administration support staff and the Director of Ministry Support. Current employees may review their own human resource records. A request to do so should be directed to the manager, who will schedule a time for the review which shall be done in the presence of the manager.

## **- 2.0 - EMPLOYEE PERFORMANCE MANAGEMENT**

It is the policy of CPC to expect employees to meet or exceed high standards and continuously strive for optimal levels of performance. Managers shall support these expectations by providing performance management that promotes a productive and rewarding experience.

The performance management process at CPC provides a consistent approach that is individualized based on the person and nature of work being performed. Performance management occurs in three overlapping phases as follows:

- Performance Planning - establishing a clear understanding of performance expectations.
- Ongoing Management - providing ongoing feedback, development, correction and coaching.
- Performance Evaluation - making informed, accurate assessments about their employees' performance.

### **- 2.1 - PERFORMANCE PLANNING**

Performance planning means deciding, in advance, what responsibilities, standards and goals to strive for, and how successfully they will be evaluated.

The starting point for performance management is the position description containing the key expectations and essential functions of the job. The Pastoral Team is accountable for maintaining accurate and meaningful position descriptions for the employees they lead. The department manager will discuss the position description at the time of employment. Each employee shall have a copy of their position description.

The key to the planning process is to provide the manager with a framework for developing specific goals. The employee is to be empowered to achieve realistic and achievable goals through the process.

### **- 2.2 - ONGOING MANAGEMENT**

Through ongoing supervision, the manager and the employee have a mutual responsibility to ensure that:

- Performance expectations and priorities are clear, understood and supported.
- Regular feedback is provided on progress towards performance goals. The employee may request a performance review if they are unsure of their current level of performance.
- The employee's competencies are developed to reach acceptable levels of performance.
- The manager provides coaching and support on a timely basis while the employee requests assistance as needed.
- Employees' behavior and performance are maintained within CPC's performance standards.

### **- 2.3 - PERFORMANCE EVALUATION**

Every paid employee will be formally evaluated annually by May 1<sup>st</sup> of each year. The evaluation will cover the employee's performance over the previous 12 month period. Employees who have accepted additional responsibilities or whose performance has significantly increased or decreased may require a mid-year performance evaluation. The performance evaluation is a measure of how well the employee met the goals, objectives and responsibilities of the job during the rating period as outlined by the position description. There are five performance rating categories, each designed to recognize a different level of performance.

The four performance rating categories are results consistently exceed requirements, results frequently exceed requirements, results meet requirements, and results do not meet requirements. The description of the four performance rating categories is as follows:

### **- 2.3 - PERFORMANCE EVALUATION (cont.)**

#### Results Consistently Exceed Requirements

Performance consistently exceeds requirements and is significantly superior in terms of demonstrated quality of results, obtainment of objectives, productivity improvement and coordination/control of activities associated with the job. Employee assumes a significantly higher level of responsibility on an ongoing basis does it well and regularly develops new approaches with significantly improved work results.

#### Results Frequently Exceed Requirements

Performance frequently exceeds requirements within the employee's assigned responsibility area. Employee readily takes on added or new assignments upon request and completes them successfully, frequently making innovative improvements in the overall work routine. Specific work results that go beyond the normal expectations are clearly identifiable.

#### Results Meet Requirements

Performance fully meets requirements within the employee's assigned responsibility areas.

All work results are satisfactory or better, completed on time, requiring only normal management review and guidance.

#### Results Do Not Meet Requirements

Performance results are unsatisfactory and unacceptable, requiring significant improvement in at least one area of assigned responsibility. The manager, having notified the employee verbally, will document the results on the performance plan.

When an employee's performance is found to be poor in selected areas, and therefore overall unsatisfactory, the employee and their manager must complete a performance evaluation and develop a new performance plan that sets forth the specifics of both the performance issues and the plan for corrective action. The employee shall be informed that failure to achieve the agreed upon results is grounds for disciplinary action, including dismissal. An employee who has recently accepted significant additional responsibilities through job consolidation or promotion should receive appropriate time to gain the skills required in the new position. The manager shall review all unsatisfactory performance evaluations with the Director of Ministry Support before appraising the employee.

### **- 2.4 - PROBATION PERIOD**

The first three months of employment is a probationary period. During this probation period, full-time employees are entitled to enroll for health plan coverage (consistent with specific provisions of the plan), to receive paid holidays, coverage by the State Worker Compensation Act and pay during periods of absence for jury duty or illness. If an employee on probation is absent for other reasons, the time will normally be unpaid. At the end of the three months, the employee will receive a performance evaluation by their manager. This evaluation shall be reviewed by the Director of Ministry Support. If, during the probationary period, the employee's work does not satisfy the requirements of the job, as defined by the job description and/or CPC policies, employment may be terminated.

### **- 3.0 - WORK CONDUCT**

It is the policy of CPC to maintain a safe, productive working environment free from discrimination, harassment, inappropriate and other disruptive behavior. Personal conduct that interferes with the operation of the church, creates safety hazards, and is unprofessional or offensive to church members, the community served, or fellow employees is not acceptable.

### **- 3.1 - CONFIDENTIALITY**

It is the policy of CPC that matters relating to employees', church members' and non-members' private and personal lives will not be made a matter of public discussion or disclosure. All CPC employees are expected to use the utmost tact and discretion in carrying out the functions of their positions. CPC will only request personal information that is required for business or legal purposes and will restrict the availability of that information to those individuals with a business need to know. Questions by individuals concerning the business of the church, its finances, employees or members shall be directed to the ministry manager and/or the Director of Ministry Support.

The above policy is intended to protect the private and personal lives of CPC employees, members and non-members and not to inhibit the sharing of our successful ministry programs with the world.

### **- 3.2 - SOLICITATION**

Persons not employed by CPC may not enter its premises at any time for the purpose of solicitation of employees or distribution of literature to employees. Prohibited activities include, but are not limited to, soliciting signatures or financial contributions, selling merchandise, distributing literature, pamphlets or printed matter of any kind on CPC premises.

To prevent interference with work activities, solicitation and distribution activities by employees of other employees at work areas, or during work time, are prohibited. Solicitation by non-working employees is also prohibited unless approved by the Director of Ministry Support.

Materials posted on church bulletin boards must be approved by the Director of Ministry Support and be consistent with the policies and programs approved by the Session. The Director of Ministry Support will be responsible for placement, removal and overall updating of materials on bulletin boards.

### **- 3.3 - HARASSMENT, SEXUAL HARASSMENT**

The policy of CPC is that any form of harassment, including sexual harassment, will not be tolerated. Each manager has a responsibility to maintain the work place free of any form of sexual harassment. No manager is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties or any other condition of employment or career development. Other conduct that has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment, whether committed by managers, co-workers or volunteers, is also prohibited.

Such conduct includes:

- Sexual flirtations, touching, advances or propositions.
- Verbal abuse of a sexual nature.
- Graphic or suggestive comments about an individual's dress or body.
- Sexually degrading words to describe an individual.
- The display, in written or visual form, in the work place of sexually suggestive objects or pictures.

### **3.3 - HARASSMENT, SEXUAL HARASSMENT (cont.)**

Harassment is not only a violation of state and federal law, it is also a violation of the ethics under which CPC operates. Accordingly, any employee who believes that the words or actions of a manager, fellow employee or volunteer constitute harassment has the responsibility to tell the harasser that his/her actions - are not welcome and they must stop and to report the incident in writing to their manager and the Director of Ministry Support. All complaints of harassment will be investigated promptly in an impartial and confidential manner.

If the employee is not satisfied with the resolution of their complaint, they shall contact the Elder/Overseer of their ministry and/or the Elder/Overseer-Human Resource. The Elder/Overseer- Human Resource will review the complaint and if required, refer it to the Employee Issue Resolution Committee. This Committee will be composed of the Director of Ministry Support, the ordained Pastor over the employee's ministry, the Elder Overseer of the employee's ministry and the Elder Overseer-Human Resource. If the employee works in a ministry that reports directly to the Senior Pastor, the Senior Pastor may designate another ordained Pastor to serve on the committee. The Employee Issue Resolution Committee will investigate the employee's concerns and develop the CPC position. The CPC position will be reviewed and approved by the Senior Pastor and the Clerk of Session before it is communicated to the employee.

Any CPC employee or manager who is found, after appropriate investigation, to have engaged in the harassment of another employee will be subject to disciplinary procedures, as recommended by the Employee Issue Resolution Committee, up to and including termination. Retaliation of any kind against an employee who honestly reports what they believe to be sexual harassment is strictly prohibited and will be subject to disciplinary action up to and including termination.

At any time during the process, an employee may contact the Department of Labor for information, or see the CPC job bulletin board.

### **- 3.4 - PERSONAL CONDUCT**

All Employees who fill positions at CPC must recognize the leadership example that is required of them. While no specific dress code is required, individuals shall dress appropriately for the church environment and the task they are accomplishing.

It is the policy of CPC to prohibit the use, possession, manufacture, dispensation or distribution of alcohol and illegal drugs in all work locations and to comply, when required with the provisions of the Federal Drug-Free Workplace Act. No employee may report for work impaired by any substance, drug or alcohol. Impaired means under the influence of a substance such that the employee's motor senses (i.e., sight, hearing, balance, reaction or reflex) or judgment are or may be reasonably presumed to be affected. Violation of this policy may result in the immediate termination of employment.

As an employer, CPC recognizes alcohol or drug abuse as an illness or disorder requiring medical treatment. Therefore, CPC will encourage affected individuals to seek help voluntarily, assist managers in dealing with the associated behavior related to work performance and provide training to employees and managers regarding issues related to alcohol and drug use. CPC policy prohibits the use of tobacco products on the church campus.

It is also the policy of CPC to prohibit the possession, use or display of any type of weapon on the church grounds. Violation of this policy may result in immediate termination.

#### **- 3.4 - PERSONAL CONDUCT (cont.)**

CPC equipment and information systems are provided only for the conduct of church business. Their unauthorized use, whether or not for personal gain, is an inappropriate use of CPC assets. It is the responsibility of each employee to ensure that each use of CPC equipment or systems is authorized and proper. If authorization is in question, it is the employee's responsibility to consult their manager. It is the policy of CPC to prohibit employees from engaging in any activity, practice or act which conflicts with, or appears to conflict with, the interest of the church, its members, or its suppliers. Since it is impossible to describe all the situations which may cause or give the appearance of a conflict of interest, the following statements shall be used as a guide:

- Employees are expected to represent the church in a positive and ethical manner and have an obligation both to avoid conflicts of interest and to refer questions/concerns about potential conflicts to their manager.
- Employees and their immediate families are not to accept gifts or any special discounts or loans from any person doing, or seeking to do, business with the church.

Full or Part-time employees, who hold paid positions outside of CPC, must ensure that such outside employment will not interfere with the performance of their duties, produce a conflict of interest in pursuit of those duties or cause discredit to CPC. Full time employees will advise their manager of additional outside employment.

#### **- 4.0 - DISCIPLINARY PROCEDURES**

It is the policy of CPC that all employees are expected to comply with the church's standards of behavior and performance and that any noncompliance with these standards must be remedied. Employees exhibiting noncompliance may be subject to progressive discipline up to and including termination of employment.

CPC reserves the right to terminate an employee at any time for any reason with or without prior disciplinary counseling or notice. Nothing in this handbook or any other CPC document is intended to modify this "at will" employment policy, promise progressive discipline or disciplinary counseling, or promise notice in circumstances where CPC considers immediate termination or discipline to be appropriate.

The following steps are generally taken to resolve employee performance and behavior problems:

#### **- 4.1 - STEP ONE (1) VERBAL WARNING**

If an employee is not meeting CPC's standards of behavior or meeting the performance standards of their job, the employee's manager shall take the following action:

1. Meet with the employee to discuss the matter.
2. Inform the employee of the nature of the problem, the action necessary to correct it, target dates for review and resolution and potential actions if the problem is not resolved by the target date or if the problem worsens.
3. Prepare a memorandum summarizing the discussion with the employee.

#### **- 4.2 - STEP TWO (2) WRITTEN WARNING**

If the manager believes additional actions are appropriate to resolve the problem(s), the following actions shall be taken:

1. Prepare a memorandum of written warning to the employee including specific deficiencies, actions needed to correct the problem, the period of time given for review of problem resolution and consequences if stated expectations are not met.
2. The written warning shall be reviewed by the Director of Ministry Support before it is delivered to the employee.
3. Meet with the employee to review the written warning. The employee and the manager shall initial and date the document. This document will be filed in the employee's personnel file for twelve months.

If there are additional incidents of noncompliance or other unrelated problems involving job performance or behavior, termination may result. If there are no additional incidents or problems during the twelve months after the formal warning, it should be removed from the employee's personnel file.

#### **- 4.3 -STEP THREE (3) PROBATION OR TERMINATION**

If an employee fails to correct a problem after the period of time allotted by a written warning, the employee may either be terminated or placed on probation, depending on the manager's determination of the appropriate action under the circumstances. The employee may be placed on probation for up to, but not to exceed three months. The employee shall be provided a new performance plan and there shall be frequent reviews with the manager during this probationary period. If the employee's performance does not immediately improve and continue at a satisfactory level, they shall be terminated. If the employee successfully completes the probation period, employee shall be formally appraised as satisfactory. The employee shall understand that future performance problems may result in immediate termination. While the employee is on probation, they are not eligible for job transfers, significant job changes or salary increases.

CPC reserves the right to exercise discretion in discipline based on the nature of the problem, the potential for appropriate resolution and any other pertinent considerations. An employee may be immediately terminated for behavior in the work place inconsistent with commonly accepted moral or professional standards. Examples of such inappropriate behavior include, but are not limited to, dishonesty, theft, malicious destruction of property, discourtesy toward or harassment of another employee or member of this church, insubordination, excess tardiness or absenteeism.

When it is necessary to terminate an employee, it shall always be done in communication with the Pastor and the Elder/Overseer of the employee's ministry, the HR Elder, and the Director of Ministry Support. It shall also be understood that the process be documented as to the reason for the dismissal and the actions that have been taken to resolve the problem(s).

Terminations from the following positions require the approval of the church session; the Minister of Worship & Arts, the Director of Ministry Support, the Clinical Director of CPCC, the SRVCA Principal, and the Director of CPP. The process for dissolving a pastoral relationship is contained in the EPC Book of Order.

Employees who believe that they have been disciplined too severely or without good cause are encouraged to bring this to the attention of their manager or the Director of Ministry Support. If the employee is not satisfied with the resolution of the complaint, the employee may contact the Elder/ Overseer of their ministry and/or the Elder/Overseer- Human Resources. The Elder/Overseer-Human Resources will review the complaint and if required, refer it to the Employee Issue Resolution Committee. This Committee is composed of the Director of Ministry Support, the ordained Pastor over the employee's ministry, the Elder Overseer of the employee's ministry, and the Elder Overseer-Human Resources. If the employee works in a ministry that reports directly to the Senior Pastor, the Senior Pastor may designate another ordained Pastor to serve on the committee. The committee will investigate the concerns of the employee and develop the CPC position. The CPC position will be reviewed and approved by the Senior Pastor and the Clerk of Session before it is communicated to the employee.

At any time in the process, an employee may contact the Department of Labor for information. This notice is posted on the CPC bulletin board.



**- 5.0 – COMPENSATION-** *(Revised and approved by Session 10/2/07)*

It is the policy of Community Presbyterian Church to provide a salary process that ensures fair and consistent practices, compensates staff on the basis of their contribution to the common mission of the church, complies with applicable laws and regulations and acknowledges the financial resource limits of CPC. Specifically, CPC reserves the right to adjust in any way the compensation plans due to financial conditions or changes in policy.

While all CPC positions involve work that is valuable and honorable, CPC recognizes that the requirements, responsibilities and expectations of its salaried staff vary significantly. For this reason, ranges of salary levels reflect both the complexities of the work performed as well as the individual training, skills and abilities required to complete the work.

All regular full-time and part-time positions will be clearly defined with a written description and consistently evaluated according to a system which differentiates the value of one position from another. The position description is the basis for this evaluation and it also includes comparison with other internal CPC positions, similar jobs in the Presbytery and to secular jobs in Contra Costa County.

As a result of this evaluation, each position will be assigned to one of ten salary bands. Each band has an associated salary range that includes a target entry rate, a mid-point or market rate and maximum rate for the position. The salary band assigned to each position is not a permanent value; it simply reflects the position's value at a point in time. Changes in organizational structure and/or job content may require a position to be reviewed and reevaluated.

The above actions support CPC's compensation philosophy of paying for performance. Individual salary increases are allotted from the merit fund according to the employee's position in their salary range and their performance rating. Merit increases are recommended by the employee's manager and by the Pastor over the employee's ministry. Merit increases are approved by the Director of Ministry Support, Elder Human Resources, the Senior Pastor and the church budget process. The salaries of most employees at the San Ramon Valley Christian Academy and the Community Presbyterian Preschool are based on a grid system that rewards employees for length of service as well as additional education credits gained by the employee. The administration support positions are covered by the CPC merit increase plan. Salary planning for the SRVCA and CPP is part of their budget process and will be approved by the Director of Ministry Support, and the final approval by the Session Administration Committee.

**- 5.1 - OVERTIME PAY**

CPC classifies positions as exempt or non-exempt for purpose of pay practices. Employees in positions classified as non-exempt based on the Fair Labor Standards Act guidelines are eligible to receive overtime pay. Employees classified as exempt based on these same guidelines are not eligible to receive overtime pay.

**-5.2 – COMPENSATORY TIME** *(Revised and approved by Session 8/24/10)*

**Generally, CPC does not authorize overtime pay due to budget constraints. Overtime pay must be pre-approved by the Ministry Pastor and the Director of Ministry Support. However, at the discretion and pre-approval of the Ministry Pastor, compensatory time off may be granted by the Manager for full-time non-exempt employees at the rate of one hour for each one hour worked.** The use of compensatory time for non-exempt employees is only permissible when the non-exempt employee takes the time off in the same work week as the extra time worked (so that the total time worked in one week does not exceed the 40 hour overtime limit). This time is not allowed to be accumulated and used as vacation. It must be scheduled and documented by showing the extra time earned and used on the Time Reporting Form. Compensatory time off is not available to part-time employees.

Exempt employees are not paid overtime wages nor are they entitled to compensatory time off for hours worked in excess of their regularly scheduled hours. The nature of exempt positions requires a flexible work schedule.

### **- 5.3 - VACATION**

CPC will grant vacation time to each full-time employee based on the years of full-time service they will complete during the current calendar year. This plan also applies to the employees and managers in the SRVCA and CPP who work a twelve month schedule.

<u>Completed Years of Service</u>	<u>Vacation Allocation</u>
more than 6 months	1 week
1-4 years	2 weeks
5-15 years	3 weeks
15 + years	4 weeks

Part-time employees working less than 20 hours a week do not receive paid vacation time. All other part-time employees will receive prorated vacation days based on the number of hours they are scheduled and working. During the first six months of employment, vacation will accrue but cannot be used until the end of this period.

An annual vacation plan shall be developed for each Ministry to approve employees' vacation plans and ensure work coverage throughout the year. Ideally, employees should request vacation one month in advance. Vacation approval will be based on business need and work coverage. Where appropriate, preference will be given to seniority. As provided under federal and state law, CPC reserves the right to require employees to use paid time off to cover family or personal medical time off.

Vacation is provided as a benefit to the employee for rest and recreation away from the work environment, and all employees are encouraged to take all earned vacation in the calendar year it is earned. However, if unusual circumstances or unforeseen needs of the church prevent you from taking some of your vacation, your Ministry Pastor may approve deferring vacation to the following year. The deferred vacation must be taken during the first three months of the following year which is referred to as the grace period. It is not permitted to carryover more vacation days than the employee earns or accrues in one year. If the vacation days that are carried over are not taken during the grace period (by March 31 of the following year), the employee will not accrue additional vacation days until the deferred vacation days are taken. Vacation days must be audited by each Manager/Pastor as of December 31 and all deferred vacation days reported to the Human Resource Manager. Vacation days not reported as deferred by the Manager/Pastor will be considered to have been used by the employee.

### **- 5.4 - HOLIDAYS**

It is the policy of CPC to designate and observe ten holidays each year. All full-time employees scheduled to work on the holiday will be provided a day off with pay for each holiday observed.

The holidays observed are as follows:

New Year's Day	Independence Day
Martin Luther King	President's Day
Labor Day	Good Friday
Memorial Day	Thanksgiving Day & the day after
Christmas Day	

Part-time employees working less than 20 hours a week do not receive paid holidays. All other part-time employees will be paid on a prorated basis based for the number of hours they are scheduled and working. If a holiday falls on a Saturday or Sunday, the church will observe the holiday on the preceding Friday or the following Monday. The activities of the church frequently necessitate a staff presence on these holidays. When it is necessary for an employee to work a holiday, they will be provided another day off as soon thereafter as possible.

### **- 5.5 - MEDICAL/ SICK LEAVE**

Medical Leave is intended for use for the illness of the employee or a member of the employee's immediate family. Full-time employees will accrue 10 days of sick leave per complete calendar year of employment and it is cumulative to 90 workdays. Employee's will begin to accrue medical leave time as soon as they are employed. Part-time employees who work less than 20 hours per week do not accrue sick leave. All other part-time employees will accrue sick leave prorated on the number of hours they are scheduled and working. Medical leave is also your short-term disability coverage and is used for illness time off until eligibility for long term disability coverage begins after 90 calendar days.

If one is absent due to illness, the employee shall contact their manager before 8:30 A.M. The manager may require a doctor's certificate before paying sick leave in excess of three days, if the absence is to be covered by the Family Medical Leave Act or if they believe the sick leave benefit is being abused. Medical leave credits will be charged in one hour increments for doctor, dentist and other approved absences for non-exempt employees. The employee must account for all medical leave time upon their return to work. If employment is terminated, there will be no monetary compensation for unused medical leave time. Please review Section 6.7 for information regarding the Family Medical Leave Act.

### **- 5.6 - WORKERS COMPENSATION INSURANCE**

All employees shall be covered by Worker's Compensation Insurance which provides certain benefits for employees who suffer injury directly in the course of their employment. Employees are responsible for immediately reporting any work related injury or illness to their manager. The manager and the injured employee are responsible for the completion of injury reports for submission to the Director of Ministry Support and the Insurance carrier within 24 hours of an accident.

An injured employee is entitled to the following types of Worker's Compensation benefits: reasonable medical care, rehabilitation services necessary to return the injured employee to work and partial replacement of lost wages.

Since the Worker's Compensation Insurance Company compensates the employee during lost time due to the on the job injury or illness and for as long as the doctor says the employee is unable to work because of the injury, CPC will suspend compensation during such time as the Insurance Company pays the employee. Further, lost time due to job injury will not be counted as short term disability medical leave, however, the Family Medical Leave Act may be counted. The exception to the above is that CPC will cover any days that Worker's Compensation fails to pay the employee for and charge it to their accrued medical leave. (i.e. Worker's Compensation Insurance may not pay for the first three days an employee is off work). If the employee does not have accrued medical leave credit, the time will be without pay.

### **- 5.7 - EMPLOYER MATCHING DEFERRED COMPENSATION PLAN**

CPC offers an employer matching deferred compensation retirement plan (403b) for all eligible employees. An eligible employee is one who is working full-time, has worked for CPC for at least one year and is not covered by another CPC deferred compensation plan.

The purpose of the Deferred Compensation plan is to provide employees an opportunity to accumulate money for retirement. The Plan, which is voluntary in nature, provides an opportunity for employees to defer receiving a portion of their compensation. This allows them to save for tomorrow and defer paying some of their income taxes today. To help encourage employees to participate in the plan and develop the habit of saving, CPC will match a portion of the compensation employees defer.

The CPC Plan will match 50% of up to 6% contributed by employees to a (403b) plan with Fidelity Investments. For example, if an employee makes \$25,000 a year and contributes 6% of their W-2 gross income (\$1500) to the Fidelity Plan; CPC would contribute 3% (50% of up to 6%) or \$750. a year to the employee's account.

**- 5.7 - EMPLOYER MATCHING DEFERRED COMPENSATION PLAN (cont.)**

Employee's should review the Fidelity Plan Prospectus, evaluate their current needs, their future goals and the current and future tax consequences of investing in this Plan before they decide to participate.

Additional details, including restrictions on early withdrawal and maximum contributions exist and are available from the Plan Administrator. CPC can modify or cancel this program at any time.

**- 5.8 - MERIT INCREASE PLANNING**

The most important factor in determining the merit increase plan is the amount of money available in the Merit Increase Fund. The Director of Ministry Support and the Senior Pastor will recommend the funds they believe should be budgeted for salary and salary increases as part of the budget process. This budget is then reviewed by the Administrative Committee and approved by the entire Session. The size of the Fund is established with the following considerations:

1. CPC's Ability to Pay- The challenge of operating a church in today's economic environment requires sound business decisions in all areas. CPC reserves the right to adjust in any way the merit increase plan due to business conditions.
2. The Competitive Marketplace- CPC is committed to paying its employees salaries that are comparable to other churches of our size regionally and nationally. CPC also monitors the pay range of similar jobs within the Central Contra Costa County secular community; however, the comparable pay scales with other regional churches is the standard of expectation.

Merit increase reviews will be made annually. An employee is eligible to be included in this review if they have completed six months of continuous service, are not rated unsatisfactory or on probation, or on a leave of absence. Employees in the above categories shall be reviewed when their status has changed or at the next annual review. The Managers/Pastors shall perform an annual performance/salary review and make recommendations to the Director of Ministry Support and the Senior Pastor for merit increases within their ministry.

Specific employee salary or benefit concerns should be brought to the attention of the manager. If the employee's concerns are not satisfied, the issue can be reviewed with the Director of Ministry Support and/or the Senior Pastor.

**- 6.0 - BENEFITS**

**- 6.1 - HEALTH PLAN COVERAGE**

The church will offer health plan choices to full time employees during the enrollment period. There is a one month waiting period after hire date or transferring to a full-time position. The employee will pay a portion of the cost based on the number of family members covered and the health plan they select. Specific details, including participation and coverage limitations are included in the Plan documents.

**-6.1A- VISION INSURANCE**

CPC will pay the cost of vision coverage for employees when their health care provider does not include it with their plan. Specific details are available from the Plan administrator.

**-6.1B- SECTION 125 PLAN**

CPC will provide a Flexible Spending Accounts Plan, also called a Section 125 Plan, for all employees enrolled in CPC's Health Plan Coverage. A Section 125 Plan is an IRS-regulated program that allow you to pay for certain expenses on a PRE-TAX basis. Eligible expenses are contributions to your Employer's insurance plans, dependent care expenses and health care expenses. Forms and specific Plan details are available from the Plan administrator.

**-6.1C- COBRA HEALTH CONTINUATION**

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), you and/or your dependents may qualify for continued health coverage for a specified period of time after coverage would normally terminate under your employer's Plan. In order to be eligible for this continued health coverage, a qualifying event must occur which would otherwise cause a loss of coverage. You or your dependents may elect to continue coverage under our group plan for up to eighteen (18) months for the following qualifying events:

- 1). Termination of your employment for any reason except gross misconduct or
- 2). Reduction of hours which would result in the loss of your plan eligibility.

Your dependents may also elect to continue coverage for up to 36 months for certain qualifying events. Please check with the plan administrator for additional information and plan guidelines.

**- 6.2 - DENTAL PLAN COVERAGE.**

The church will pay the cost of the Dental Health Plan for all full time employees and their spouse. The employee may add additional family members at their expense. There is a waiting period of three months. Specific details, including participation and coverage limitations are included in the Plan documents.

**- 6.3 - SOCIAL SECURITY**

All employees are covered by social security. CPC will deduct the employee's contribution from their regular salary each pay period. This deduction, and an equal amount paid by CPC, will be sent regularly for credit to the employee's Social Security account with the Federal Government.

**- 6.4 - LIFE INSURANCE**

The church will pay the cost of a \$20,000 group life insurance plan for all full time employees. The enrollment waiting period is three months from the employee's date of employment. The employee is responsible for updating address and beneficiary changes.

**- 6.5 - LONG TERM DISABILITY**

All full time CPC employees are covered by a long term disability plan. Coverage will begin three months from the employee's date of employment. Please contact the Plan administrator for additional details of the Plan. Please review Section 5.5 regarding short term disability and Medical Leave.

#### **- 6.6 - LEAVES OF ABSENCE (with pay)**

All full-time and part-time employees, who work more than 20 hours per week, are eligible for the following leaves of absence with pay:

1. For regular training periods in the US Armed Forces for which specific participation orders are issued ( up to two weeks annually).
2. Jury duty for which a jury summons is received (for the period required by the court).
3. Marriage of an employee who has been employed by CPC for more than one year ( up to three days).
4. Death of immediate family member (up to three days).
5. Birth of an immediate family member (up to three days).

Part-time employees will receive prorated pay for the above days based on the number of hours they are scheduled and working. The above leaves require the approval of the employee's manager.

#### **- 6.7 - LEAVES OF ABSENCE (without pay)**

CPC, in compliance with the Family and Medical Leave Act of 1993/California Family Rights Act (CFRA) and Pregnancy Disability Leave guidelines will provide an eligible employee up to 12 weeks of unpaid leave in any 12 month period for the following reasons: 1) to care for a newborn child, or upon placement with the employee of a child for adoption or foster care. 2) to care for a spouse, child or parent who has a serious health condition, or 3) when the employee is unable to work because of the employee's own serious health condition. An eligible employee is one who has worked for the church or its affiliate organizations for 12 months (not necessarily consecutively) and/or has worked at least 1250 hours in the previous 12 months. Even if you are not eligible for a CFRA leave, if disabled by pregnancy, childbirth or related medical conditions, an employee may be entitled to take a pregnancy disability leave of up to four months, depending on the employee's period(s) of actual disability. If the employee is CFRA-eligible, they have certain rights to take BOTH a pregnancy disability leave and a CFRA leave for reason of the birth of their child.

Such leave requests shall be in writing and directed to the employee's manager at least thirty days prior to the requested leave date. The request must specifically state the purpose of the leave and the dates on which it is requested to begin and end. Written certification by a qualified health care provider may be required. Family care leaves require the approval of the Ministry Pastor and the Director of Ministry Support. Employees returning from a leave of absence will be reinstated to their same job or equivalent provided the church's circumstances have not changed to the extent that it will be impossible or unreasonable to provide reinstatement.

Employees on leave will continue to receive health and dental benefits for the leave period, however, all other benefits will cease for the duration of the leave. An employee who is ill or has an ill family member will be expected to use their accrued Medical/Sick Leave as part of the 12 week requirement. Likewise, employees caring for a new child would be required to apply their accrued vacation to the 12 week requirement.

CPC may grant leaves without pay for other specific purposes in those special circumstances which may require employees to take time away from work after all paid leave has been exhausted. Special circumstances for which leave without pay may be approved are extended employee or family medical absences (including pregnancy), recall to active duty in the US Armed Forces or a special study leave. Employees on leaves do not receive paid health and dental benefits or any commitment for future reinstatement. Unpaid leaves for special circumstances require the approval of your **Ministry Pastor**, the Director of Ministry Support and the Senior Pastor.

If an employee fails to return to work at the conclusion of an approved leave of absence, the employee will be considered to have voluntarily resigned.

#### **-7.0- SAN RAMON VALLEY CHRISTIAN ACADEMY CERTIFICATED STAFF**

This category of employee includes all teachers and substitutes who are a regular part of the curricular program at the San Ramon Valley Christian Academy. One year employment contracts will be executed between all full-time and part-time certificated teachers and the SRVCA Committee. With the exception of contracted part-time teachers, part-time employees are paid on an hourly basis and must record their hours worked each day on a time card. Full-time contracted certificated teachers receive all the benefits listed below. Part-time contracted certificated teachers benefits are prorated to the % of full-time hours worked and include Holidays, Medical/Sick Leave, Leaves of Absence, Voluntary Employee Contributing Retirement Plan and Tuition Grants for SRVCA Staff. Part-time (working less than 30 hours per week), hourly employees receive no benefits. Benefits for full-time non-certificated staff (administrative staff) will be the same as other CPC support staff.

#### **-7.1- VACATION**

With the exception of the SRVCA Principal and other full-time administrative staff, who work 12 months per year, no SRVCA employees will receive paid vacation.

#### **-7.2- HOLIDAYS**

All contracted full and part-time certificated teachers will be paid for Holidays that occur during the school year. Part-time certificated teachers, working more than 20 hours per week, will be paid on a prorated basis.

#### **-7.3- MEDICAL/SICK LEAVE**

The SRVCA grants ten (10) days per school year for illness without any loss of pay for full-time or part-time certificated teachers. Part-time certificated teachers, working more than 20 hours per week, are granted sick leave on a prorated basis depending on the number of hours they are scheduled and working. Up to ninety (90) days of sick leave may be accumulated.

#### **-7.4- LEAVES OF ABSENCE (with and without pay)**

All certificated full and part-time teachers, who work more than 20 hours per week, are eligible for the following leaves of absence with pay:

1. Personal Necessity: SRVCA grants three (3) paid personal leave days to certificated teachers for use during the term of the contract, as necessary with the approval of the Principal. The cost of a substitute teacher will be deducted from the teacher's salary.
2. Personal Day: Two (2) personal days are given to full-time certificated teachers with at least two (2) years experience at SRVCA. These personal days may be used for any reason, but the date must be pre-approved by the Principal. These days will be deducted from the teacher's sick leave.
3. Professional Leave Day: SRVCA grants one (1) paid professional leave day to full-time certificated teachers for use during the term of their contract in accordance with the criteria established by the SRVCA.
4. Bereavement: Upon the death of a member of the immediate family (spouse, child, father, mother, siblings, mother-in-law, father-in-law) three (3) work days may be granted without loss of pay. An additional two (2) days may be taken and charged to sick leave.
5. Jury Duty: Jury duty, is defined as service for which a jury summons is received for a period required by the court. There is no loss of pay for the employee serving on jury duty.
6. Personal Holiday: Any days taken for vacation, recreation, or for other personal benefit must be approved in advance by the principal and will result in loss of pay for the days absent.

**-7.4- LEAVES OF ABSENCE (with and without pay) (cont.)**

7. Pregnancy Disability Leave: A full-time certificated teacher who becomes pregnant during the school year may continue to teach as long as her doctor gives her permission for her to do so. SRVCA, in compliance with the Family and Medical Leave Act of 1993 and the California Family Rights Act, will provide an eligible employee up to twelve (12) weeks of unpaid leave and job reinstatement. Please review Section 6.7 regarding leaves of absence without pay for additional information that may apply. The Principal and the SRVCA Committee will review and manage each employee's return from leave to meet the requirements of SRVCA and the employee.

**-7.5- HEALTH PLAN COVERAGE**

SRVCA will offer health plan choices to full-time employees during the enrollment period. There is a one month waiting period after employment or moving to a full-time position. The employee will pay a portion of the cost based on the number of family members covered and the health plan they select. Please review Section 6.1 of this document or see the Plan administrator for additional information.

**-7.6- DENTAL PLAN COVERAGE**

SRVCA will pay the cost of the Dental Health Plan for all full-time employees and their spouse. The employee may add additional family members at their expense. The enrollment waiting period is three months from the employee's date of employment. Specific details, including participation and coverage limitations are included in the Plan documents.

**-7.7- LONG TERM DISABILITY INSURANCE**

All full time SRVCA employees are covered by a long term disability plan. Coverage will begin three months from the employee's date of employment. Please contact the Plan administrator for additional details of the Plan. Please review Section 5.4 for description of the short term disability coverage.

**-7.8- LIFE INSURANCE**

SRVCA provides a \$20,000 group life insurance plan for all full time employees. The enrollment waiting period is three (3) months from the employee's date of employment.

**-7.9- EMPLOYER CONTRIBUTING RETIREMENT PLAN**

After three (3) years of continuous full-time employment, full-time certificated teachers qualify for a SRVCA sponsored retirement plan. The SRVCA will annually pay into each full-time certificated teacher's retirement account the amount of \$2,250 (pension qualified). Any full-time certificated teacher who is terminated prior to the end of any school year will receive a prorated portion of the \$2,250. All SRVCA employees are eligible for voluntary enrollment in the SRVCA Plan at any time.

**-7.10- TUITION GRANTS FOR SRVCA STAFF**

A 50% tuition grant to the SRVCA will be given for the children of full-time certificated teachers. Part-time certificated teachers are given a tuition grant in proportion to the amount of their contracted teaching time. In all cases, the teacher will be responsible for any miscellaneous or other fees.

**-7.11- SUMMARY**

Other "key differences" between CPC and SRVCA employee practices are in the areas identified below. Please refer to the SRVCA Committee Practices Manual for the current SRVCA procedures in the following areas:

1. HIRING
2. PERFORMANCE EVALUATION
3. COMPENSATION
4. TRAINING AND PROFESSIONAL DEVELOPMENT
5. CORRECTIVE ACTION PLAN
6. TERMINATION/RESOLUTION OF DIFFERENCES



## **-8.0- COMMUNITY PRESBYTERIAN PRESCHOOL**

This group of employees include the director, head teachers, full-time teachers, part-time associate teachers, and other part-time helpers that work at Community Presbyterian Preschool. Full-time teachers work nine months per year and teach nine sessions (3 hours per session) a week. Head teachers and full-time teachers receive all the benefits listed below. Part-time teachers who are scheduled to teach at least six sessions (3 hours per session) a week will receive the following benefits prorated to the % of full-time hours worked and include Holidays (if they are scheduled to work that day), Medical/Sick Leave, and Leaves of Absence. Part-time teachers who are scheduled to work less than 6 sessions a week receive no benefits. With the exception of head teachers, all employees are paid on a hourly basis and must record their hours worked each day on a time card.

Benefits for the Director and other full-time 12 month administrative staff will be the same as for the CPC support staff.

### **-8.1- VACATION**

With the exception of the CPP Director and other full-time administrative staff, who work 12 months per year, CPP employees do not receive paid vacations.

### **-8.2- HOLIDAYS**

All head and full-time teachers will be paid for Holidays that occur during the school year. Part-time employees who are scheduled to work on the Holiday, and are scheduled to work or teach at least six sessions a week will receive Holiday pay. The pay will be on a prorated basis based on the number of hours they are scheduled and working.

### **-8.3- MEDICAL/SICK LEAVE**

All head and full-time teachers receive 10 days or 20 sessions per year, cumulative up to ninety (90) days. If one is absent due to illness, the employee shall contact the Director or their designate. All time off must be requested from and approved by the CPP Director or their designate. Part-time teachers who are scheduled to teach at least 6 sessions per week will receive sick days prorated based on the number of hours they are scheduled and working. Sessions missed, beyond your earned medical/sick leave, will result in a deduction from your salary at your hourly rate for the time missed. Please review Section 5.4 for additional information regarding the usage of Medical/Sick Leave.

### **-8.4- LEAVES OF ABSENCE (with and without pay)**

All head teachers, full-time teachers and part-time teachers, who are scheduled to teach at least 6 sessions per week, are eligible for the following leaves of absence with or without pay:

1. Bereavement: Upon the death of a member of the immediate family (spouse, child, father, mother, siblings, mother-in-law, father-in-law) three work days may be granted without loss of pay.
2. Jury Duty: Jury duty, is defined as service for which a jury summons is received for a period required by the court. There is no loss of pay for the employee serving on jury duty.
3. Personal Day: All head teachers, full-time teachers and part time teachers who are scheduled to work or teach at least six sessions (3 hours per session) per week will receive one personal day per year. Head and full-time teachers will receive two sessions. Part time teachers (who are scheduled to teach 6 sessions per week) will receive one session.

Pregnancy Disability Leave: A teacher who becomes pregnant during the school year may continue to teach as long as her doctor gives permission for her to do so. CPP, in compliance with the Family and Medical Leave Act of 1993 and the California Family Rights Act, will provide an eligible employee up to twelve (12) weeks of unpaid leave and job reinstatement. Please review Section 6.7 regarding leaves of absence without pay for additional information that may apply. The Director and the CPP Committee will review and manage each employee's return from leave to meet the requirements of CPP and the employee.

#### **-8.5- HEALTH PLAN COVERAGE**

CPP will offer health plan choices to full-time employees during the enrollment period. There is a one month waiting period after employment or moving to a full-time position. The employee will pay a portion of the cost based on the number of family members covered and the health plan they select. Please review Section 6.1 of this document or see the Plan administrator for additional information.

#### **- 8.6 -DENTAL PLAN COVERAGE**

CPP will pay the cost of the Dental Health Plan for all full-time employees and their spouse. The employee may add additional family members at their expense. The enrollment waiting period is three months from the employee's date of employment. Specific details, including participation and coverage limitations are included in the Plan documents.

#### **-8.7- LONG TERM DISABILITY INSURANCE**

All full-time CPP employees are covered by a long term disability plan. Coverage will begin three months from the employee's date of employment. Please contact the Plan administrator for additional details of the Plan. Please review Section 5.4 for short term disability coverage.

#### **-8.8- LIFE INSURANCE**

CPP provides a \$20,000 group life insurance plan for all full-time employees. The enrollment waiting period is three (3) months from the employee's date of employment.

#### **-8.9- EMPLOYER CONTRIBUTING RETIREMENT PLAN**

All full-time CPP employees who have been working full time for at least one (1) year are eligible to participate in an employer matching deferred compensation plan. Please review Section 5.6 for Plan details.

#### **-8.10- SUMMARY**

Other "key differences" between CPC and CPP employee practices are in the areas identified below. Please refer to the CPP Procedures Manual for the current CPP practice in the following areas:

1. HIRING
2. COMPENSATION
3. TRAINING AND PROFESSIONAL DEVELOPMENT

## **-9.0 – EVANGELICAL PRESBYTERIAN CHURCH ORDAINED PASTORS**

The relationship between the ordained Presbyterian Pastors, the Church and the Presbytery is determined by the EPC Book of Order. The Presbytery Ministerial Committee has responsibilities to establish the overall compensation and benefit guidelines for ordained Pastors. The Presbytery Ministerial Committee establishes the above guidelines for the Presbytery and provides the information to the church Session. The exact benefits will be determined by the Pastor's contract, the Presbytery requirements and the local CPC practice. The following are some of the special benefits in place for CPC's ordained Pastors:

### **-9.1- VACATION**

Ordained Pastors receive one month of vacation each year.

### **-9.2- MEDICAL/SICK LEAVE**

Ordained Pastors receive 10 Medical/Sick paid leave days per year, cumulative to 90 workdays.

### **-9.3- PENSION/RETIREMENT BENEFITS**

Ordained Pastors are enrolled in the Evangelical Presbyterian Church Pension fund and all direct costs for such enrollment are paid by CPC.

### **-9.4- SOCIAL SECURITY**

The current social security laws consider members of the clergy to be self-employed and therefore, their earnings are subject to self-employment taxes. For this reason, CPC includes, in the annual total compensation of each member of the ordained staff, the cash equivalent compensation of Social Security taxes that will be paid by the church for other non-ordained staff members.

### **-9.5- HEALTH PLAN COVERAGE**

The ordained Pastors are enrolled in the Evangelical Presbyterian Church's Benefits Plan and all direct costs for such enrollment is paid for by CPC. This Major Medical Benefits plan covers the Pastors and their immediate families (spouse and children). Refer to Plan documents for specific details and coverage limitations.

### **-9.6- STUDY LEAVE**

All full-time ordained Pastors, except the Senior Pastor, are eligible for two weeks of paid study leave per year. The Senior Pastor will receive three weeks of paid study leave per year. Only study programs approved by the Senior Pastor shall be eligible. Tuition allowance is only granted for reimbursement of expenses related to an approved study program. Expenses of \$500 per week of study leave are approved. The study leave and the expenses can be cumulated to a total of six weeks and \$3,000. Study leave budgeted funds may be used to fund the study portion of the Sabbatical leave. Cumulated study leave time and dollars are not paid to the Pastor if their employment is terminated.

### **-9.7- SABBATICAL LEAVE**

Sabbatical leave opportunities apply only to the ordained Pastors. A sabbatical leave is an extended period away from church responsibilities for educational or spiritual development. A sabbatical leave shall improve the quality of one's service to CPC as a specific congregation and be conducive to the resumption of Pastoral duties with renewed skills, enthusiasm and energy. A three month (13 consecutive weeks) sabbatical leave will be granted following the completion of each seven years of service to CPC. Sabbatical leave plans must be approved by the Senior Pastor and the Session. Requests shall be submitted, in writing, at least 90 days before the requested start date of the sabbatical leave.

Sabbaticals will not normally be granted at the end of an ordained Pastor's term of service for CPC. Those taking sabbaticals shall plan on returning to CPC for at least one full year following the sabbatical. Sabbatical leaves shall not be combined with other leaves or vacations.

**-9.7- SABBATICAL LEAVE (cont.)**

Sabbatical expenses will normally be considered the personal expense of the Pastor unless they fall under the expense reimbursement guidelines for study leaves or for conducting church business away from campus.

Gifts from the congregation may be received for inclusion in the Pastor Sabbaticals restricted fund. The accumulated monies in this fund will be available to any Pastor who is qualified for a Sabbatical and can be used for expenses other than those reimbursed above. The distribution of funds from this restricted account will be recommended by the Administration Committee and approved by the CPC Session.

**-9.8- MINISTERIAL ABSENCE**

The absence of the ordained Pastors from their flock shall normally be limited to vacation, study leave, sabbaticals and illness, however, ordained Pastors may have other responsibilities within the Evangelical Presbyterian Church. In recognition of these requirements, as well as the needs of our ordained Pastors for broadening their ministries beyond the local church, ordained Pastors are free to attend conferences, attend Presbytery or General Assembly Meetings, or visit other churches to further God's work. It is expected that the Senior Pastor will plan the above activities to minimize the impact to CPC and its ministries.

**-9.9- PARENTAL LEAVE**

The parental leave guidelines for ordained Pastors include partial salary payment and are also subject to applicable federal and state laws.

**-9.10- CPP/SRVCA SCHOLARSHIP GRANTS** *(Revised and approved by Session 1/29/08)*

CPC will provide full-time Ordained EPC Pastors with school age children a 100% Tuition Financial Scholarship Grant to the Community Presbyterian Preschool and/or the San Ramon Valley Christian Academy. The cost of these scholarships is funded by the church budget. The purpose of these scholarships is to attract and retain gifted Pastors.

**-9.11- CAR ALLOWANCE**

The Evangelical Presbyterian Church Presbytery has established guidelines for reimbursing ordained Pastors for local travel in support of the church. CPC annually sets the amount of car allowance to recognize the travel requirements of the specific job or at the established Presbytery minimum, whichever is greater. Ordained Pastors will receive 1/12th of their authorized car allowance each month and the allowance will be included in their annual statement of wages and taxes.

**-10.0- CPC INTERN POLICY**

*(Revised and approved by Session 7/5/05)*

**-10.1- CPCC INTERN REQUIREMENTS**

*(Separated from Student Ministries Intern Policy after revision of 7/5/05)*

1. The intern is expected to know Christ as personal Savior and exhibit a maturing walk with Him.
2. All CPC interns will come under the training and mentoring of the supervisor in their area of ministry and will have weekly meetings with the supervisor. A complete position description is required before the intern is hired.
3. Counseling Center trainees will have completed their Bachelor's degrees and will be working towards a Master's degree or as interns will have completed their Master's degree and will be earning supervised hours leading to licensure as a Marriage and Family Therapist.

**-10.2- CPC STUDENT MINISTRIES INTERN POLICY**

**I. PHILOSOPHY**

CPC is committed to developing ministry leadership for the next generation of this congregation and for the larger Church serving God's mission throughout the world. Within our Student Ministries, this commitment is expressed on several levels, but it is especially evident in our intern program. The central purpose of the intern program is to offer individuals who are interest in pursuing a future in ministry the opportunity to explore their calling and to gain the experience and training that will lay a strong, well-developed foundation for their future ministries. We offer both a summer intern experience and a year-long intern experience. Our desire is for interns to have a clear sense of progress and growth toward ministry opportunities beyond this program. At the end of their first term, we ask year-round interns to re-apply for an additional year when it is deemed beneficial to their development and when growth and progress have been evident. We will not normally have interns serve with us for more than two years, because we do not want any intern to stagnate in a position he or she has outgrown and because we want to encourage the intern to seek the next step God has for him or her. In some cases, however, a third year at level 3 may be offered to a former level 2 intern who has completed a Bachelor's degree and is beginning graduate level seminary course work.

**II. REQUIREMENTS**

- a. The intern is expected to know Christ as personal Savior and exhibit a maturing walk with Him. The intern must also demonstrate a desire to explore a future in vocational ministry.
- b. Interns will come under the training and mentoring of the Student Ministries Pastor and the Director of their ministry area, meeting weekly with the director. A complete position description will be provided to the intern.
- c. All interns, except Level 3 interns, are expected to be active, full-time students (carrying 12 units) and in good standing with his or her school (maintaining a B average). Level 3 interns are expected to carry at least one graduate level seminary course, and maintain a B average.
- d. All internships will establish an individual learning and growth contract that will include both established goals for the curriculum and program involvement, as well as individually identified goals for personal growth. These goals will be reviewed, evaluated, and updated as needed in ongoing meetings with the Pastor.

**-10.2- CPC STUDENT MINISTRIES INTERN POLICY (cont.)**

**III. INTERN LEVELS**

- a. Student Intern – This is normally a high school student in 11<sup>th</sup> or 12<sup>th</sup> grade that has demonstrated a commitment to serve in ministry. This is a year-long position that involves 10 hours of service and training per week. No benefits will apply to this position.
- b. Summer Intern – This internship is normally for a college student who has some volunteer ministry experience and is interested in exploring a possible future in vocational ministry. This position runs through the summer months and involves 20 hours of service and training per week. We offer some flexibility on the starting and ending dates with the understanding that different colleges will have different calendars. Housing is available as needed and as available. No other benefits apply.
- c. Level 1 Intern – This internship is intended for a full-time college student who has some volunteer ministry experience and is interested in exploring a possible future in vocational ministry. This is a year-long position that involves 20 hours of service and training per week. Housing is available as needed and as available. No other benefits apply.
- d. Level 2 Intern – This internship is for a full-time college student who has either completed a level 1 internship with us, making good progress through the program, or for someone coming to our program with ministry experience equivalent to our level 1 internship. This is a year-long position that involves 20 hours of service and training per week. Housing is available as needed and as available. No other benefits apply.
- e. Level 3 Intern – This internship is intended for a college graduate who is ready to engage in graduate level seminary course work, carrying at least one course, and is looking to an opportunity to integrate their theological studies with a valuable hands-on ministry experience. This is a year-long position that involves 20 hours of service and training per week. Housing is available as needed and as available. The Level 3 intern may receive financial assistance for Seminary expenses limited to three courses per year and the texts for those courses. No other benefits apply.

The Director of Ministry Support has the authority to set and adjust stipend levels within the annual approved budget. Additional information regarding these programs, including the ministry responsibilities for the interns, is available in the ministry program documentation. Intern concerns should be brought to your Manager, Ministry Pastor or the Director of Ministry Support.

#### **-11.0 - EMPLOYEE ISSUE RESOLUTION PROCESS**

It is the policy of CPC to make every effort to deal promptly and fairly with all issues arising from employment or conditions of employment. Therefore, it is important that your concerns be discussed with your immediate manager. In those cases where a solution to the issue cannot be found in a discussion between the employee and their manager, the employee may appeal to the Director of Ministry Support. If the problem is with a co-worker, the employee is encouraged to resolve the issue with the other party. If the above actions do not lead to a resolution of the issue, the complaint may be documented by the employee and brought to the Elder/Overseer of employee's ministry and/or the Elder/Overseer-Human Resource. The Elder/Overseer- Human Resource will review the complaint and if required, refer it to the Employee

Issue Resolution Committee. This Committee will be composed of the Director of Ministry Support, the ordained Pastor over the employee's ministry, the Elder Overseer of the employee's ministry and the Elder Overseer- Human Resource. If the employee works in a ministry that reports directly to the Senior Pastor, the Senior Pastor may designate another ordained Pastor to serve on the committee. The committee will investigate the concerns of the employee and develop the CPC position. The CPC position will be reviewed and approved by the Senior Pastor and the Clerk of Session before it is communicated to the employee.

**- 12.0 - EXPENSE REIMBURSEMENT -** *(Revised and approved by Session 10/7/07)*

Income tax regulations 1.162-17 and 1.274-5(e) provide that an employee need not report on his income tax returns expenses paid or incurred by him solely for the benefit of his employer for which he is required to account and does account to his employer and which are charged directly or indirectly to the employer; and income tax regulation 1.274-5(e) further provides that an "adequate accounting" means the submission to the employer of an account book, diary, statement of expense or similar record maintained by the employee in which the information as to each element of expenditure (amount, time and place, business purpose and business relationship) is recorded at or near the time of the expenditure, together with supporting documentary evidence, in a manner which conforms to all the adequate records requirements set forth in the regulations. All employees requesting reimbursement for travel and work expenses away from campus must submit their requests for reimbursement on a check request form.

Community Presbyterian Church holds to a reimbursement policy according to income tax regulations 1.162-17 and 1.274-S(e) upon the following terms and conditions:

1. Any employee now or hereafter employed by CPC and its affiliate organizations, shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the church, if the following conditions are satisfied: a) the expenses are reasonable in amount and meet purchase order/budget requirements. b) the employee documents the amount, time and place, business purpose and business relationship of each such expense with the same kinds of documentary evidence as will be required to support deduction of the expense on the employee's federal income tax return and c) the employee documents such expenses by providing administration with an accounting of such expenses, no less frequently than monthly. In no event will an expense be reimbursed if substantially more than 60 days after the expense is paid or incurred by an employee.
2. The church shall not include in an employee's W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to the preceding paragraph and the employee shall not report the amount of any such reimbursement as income on their Form 1040.
3. Any church reimbursement that exceeds the amount of the business or professional expense properly accounted for by an employee pursuant to this reimbursement policy must be returned to the church within 120 days after the associated expenses are paid or incurred by the employee and shall not be retained by the employee.
4. If, for any reason, the church's reimbursements are less than the amount of the business and professional expenses properly substantiated by an employee, the church will report no part of the reimbursements on the employee's W-2 and the employee may deduct the non-reimbursed expenses as allowed by law.
5. Under no circumstances will the church reimburse an employee for business or professional expenses incurred on behalf of the church that are not properly substantiated according to this policy. The church employees understand that this requirement is necessary to prevent our reimbursement plan from being classified as a non-accountable plan.

All requests for reimbursement of expenses (Check Request Forms) must be reviewed and signed by the Ministry Pastor.

Questions concerning the above policy shall be directed to your Manager, Ministry Pastor, or the Director of Ministry Support.



### **- 13.0 STATEMENT OF ACKNOWLEDGEMENT**

This is to acknowledge that I have received and reviewed a copy of Community Presbyterian Church's Human Resource Policy and Procedures handbook. I understand that the handbook provides guidelines and summary information about the church's human relations policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established.

I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy, with or without notice, as it deems necessary or appropriate.

I acknowledge that both the church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, and that this employment at will relationship will remain in effect throughout my employment with CPC unless it is specifically modified by an express written agreement approved by the CPC Session. I further acknowledge that this employment at will relationship may not be modified by any oral or implied agreement.

I also acknowledge that I have specifically read the Sections detailing CPC's description of Sexual Harassment(3.3) and Personal Conduct(3.4) and understand and support those statements.

This document, when signed, will become a part of your permanent human resource record.

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Employee Name (Print)

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Employee Signature

Date: \_\_\_\_\_