

PERSONNEL POLICIES

The Pennsylvania Council of Churches

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I. INTRODUCTION

These personnel policies are intended to provide a means by which the objectives of the Pennsylvania Council of Churches will be achieved and the work experience and growth of the staff safeguarded and developed to a maximum of effectiveness through equitable treatment based on Christian principles. The policies described here are not conditions of employment, and the language is not intended to create a contract between the Council and its employees.

II. DEFINITIONS

- A. COUNCIL—the Pennsylvania Council of Churches
- B. EXECUTIVE STAFF—staff members responsible for major portfolios.
- C. COORDINATORS—staff members appointed by the executive director with responsibility to manage and administer specific programs or ministries sponsored by the Council.
- D. PROGRAM STAFF—staff members appointed by the executive director responsible for delivering program or ministry services through specific programs or ministries sponsored by the Council.
- E. OFFICE STAFF—employees who have responsibilities that are primarily related to the office and that are not executive in nature.
- F. CENTER STAFF—employees who have responsibilities within the United Church Center.
- G. REGULAR EMPLOYEE—a member of the staff who is employed on a full-time basis and who has completed the probationary period specified in the written position description.
- H. PART-TIME EMPLOYEE—an employee who has a regular working schedule on a part-time basis, established at the time of employment, or subsequently by mutual agreement. The salary paid shall be a proportionate amount of the weekly or annual base rate that applies to the position.
- I. TEMPORARY EMPLOYEE—an employee who is employed for a limited time only on work that is usually non-continuous and non-recurring in nature. Compensation for such employees shall be on an hourly basis and employee benefits do not apply.
- J. CONSULTANT—a person from whom services are purchased; not an employee of the Council. The Support Action Team (or a committee responsible to it) shall decide compensation.
- K. INTERN—a person registered as a student (full or part time) in an accredited theological seminary, college, or university, gaining supervised practical experience through placement at the Council as part of her/his academic program.

III. TITLES OF STAFF

A. EXECUTIVE STAFF

1. EXECUTIVE DIRECTOR—the staff member, elected by the Governing Board, who has the general and overall administrative responsibilities of the Council.
2. DIRECTOR OF FINANCE AND FACILITIES—the staff member, appointed by the executive director, endorsed by the Steering Committee, and working under the direction of and responsible to the executive director, who administers the finances and physical resources of the Council and the United Church Center. The director of finance and facilities shall serve as personnel director for the Council, supervising office and center employees, consulting with and being responsible to the executive director.
3. DIRECTOR OF PUBLIC ADVOCACY—the staff member, appointed by the executive director, endorsed by the Steering Committee, and working under the direction of and responsible to the executive director, who has responsibility for constituency education and coordinating effective public advocacy.

B. PROGRAM COORDINATORS

Program coordinators are staff members assigned to manage and administer specific programs or ministries sponsored by the Council. Program coordinators report to the executive director (or another executive staff member designated by the executive director).

C. PROGRAM STAFF

The program staff shall consist of appointed employees responsible for delivering program or ministry services through specific programs or ministries sponsored by the Council. Such a person reports to a program coordinator who has administrative responsibility for the program or ministry. Examples of such positions are: caseworker, chaplain, field organizer, or legislative researcher.

D. SECONDED STAFF

The title applies to a staff member of a church body or ecumenical agency working on an agreed upon part-time basis on special assignment by the person's agency for a specific task. Salary may be provided by the Council or the lending agency.

E. OFFICE STAFF

The office staff shall consist of secretaries and an accounting clerk-typist. Although normally assigned responsibilities for one office related to one executive staff member, each will be available for service to other executive staff members. The director of finance and facilities, as supervisor of the office staff, will assign each office staff employee to executive staff members and otherwise oversee the work of the office staff, subject to the final authority of the executive director.

F. CENTER STAFF

The center staff shall consist of those employed by the Council to provide services to the Center tenants. The center staff is supervised by the director of finance and facilities of the Council, acting as building manager, and subject to the final authority of the executive director.

IV. GENERAL PROVISIONS

A. THE PERSONNEL COMMITTEE

The Personnel Committee shall consist of six (6) persons appointed by the chair of the Support Action Team with the advice of the executive director. This committee shall serve under the direction of the Support Action Team and the chair shall be a member of the Governing Board. This committee shall report, through the Support Action Team, to the Steering Committee and the Governing Board on any actions relative to the following:

1. Recommend to the Steering Committee, after counsel with the executive director, personnel policies and oversee the fulfillment of these policies.
2. Counsel with the executive director regarding personnel needs and prospective recommendations or appointments.
3. Review annually, according to processes developed by the committee, the performance of each staff member (see Section V). This shall serve as the basis for recommendations on annual salary increments.
4. Nominate persons for executive staff positions for endorsement by the Steering Committee. These nominations shall be made upon recommendation of the executive director who shall have consulted with the chair of the concerned unit.
5. Give counsel to the executive director, as requested, in the employment and assignment of executive staff, program coordinators, program staff, office staff, and center staff.

B. EXECUTIVE DIRECTOR

The executive director, as chief executive of the staff, shall administer the personnel policies of the Council and be responsible for relationships with and among the executive staff. The Personnel Committee shall administer the personnel policies of the Council when they relate to the executive director, with the exception of employment and dismissal. The employment of the executive director shall be invested in the Governing Board. Dismissal shall be on the authority of the Steering Committee with the approval of the Governing Board.

V. EVALUATION OF STAFF

The Personnel Committee, in consultation with appropriate action teams and staff supervisors, shall review annually the performance of all staff members and recommend any annual increments.

VI. EMPLOYMENT POLICIES

A. GENERAL POLICY

1. The Council shall employ staff on the basis of merit and competence.
2. Only one member of the same immediate family shall be employed by the Council on a full-time or part-time basis.
3. All applicants for employment with the Council shall be provided with a statement of the basic purposes, policies and convictions of the Pennsylvania Council of Churches to ascertain the willingness of such applicants to be employed by the Council in view of these purposes, policies and convictions.
It is the policy of the Pennsylvania Council of Churches to take affirmative action to achieve equal employment opportunity in all personnel actions and procedures including, not limited to, recruitment, hiring, training, transfer, and promotion.
This policy is to be administered without regard to race, creed, age, gender, sexual orientation, national origin, and handicapping conditions. Applicants must meet the qualifications of the position for which they apply.
Responsibility for implementation of this policy is assigned to the director of finance and facilities and to all administrative personnel carrying responsibility for personnel functions.
This policy is established not only to comply with laws regarding non-discrimination, but because it is the right thing to do and because the Council believes in affirmative action to achieve equal opportunities for all persons.
4. Continued employment of personnel shall be subject to the requirements of the program of the Council, availability of funds, appropriate standards of personal conduct and acceptable performance of assigned responsibilities.
5. The Council shall seek to provide opportunities for training of employees that will enable them to perform their responsibilities more effectively. The executive director may grant time and expense reimbursement for such training (unless reimbursement of expenses will exceed two percent of the employees' annual compensation, in which case prior approval of the Personnel Committee through the Support Action Team is required). Expenses incurred in authorized training may be borne by the Council.

B. EQUAL EMPLOYMENT OPPORTUNITY

1. The Pennsylvania Council of Churches affirms its moral and legal commitment to support and implement a program of equal employment opportunity for all and shall not discriminate against any employee or applicant because of race, age, gender, sexual orientation, national origin, or handicapping conditions in implementation of this policy.
2. An employee or job applicant who is HIV antibody positive or is diagnosed as having AIDS (Acquired Immune Deficiency Syndrome) or ARC (AIDS Related Complex), and who is otherwise capable of doing the job, will not be discriminated against or dismissed from employment because of the disease, as long as the weight of medical opinion is that AIDS is not a disease that can be transmitted through casual contact in the workplace.
3. The Council further commits itself to an affirmative action program to increase employment opportunities for racial minority persons and women on all levels.

C. EMPLOYMENT OF EXECUTIVE STAFF

1. The executive director is employed by the Governing Board in accordance with the provisions made in the bylaws of the Council and the policies herein set forth (see Constitution, Article V.3; Bylaws, Articles III.2 and IV.3).
2. Other executive staff are nominated by the executive director, endorsed by the personnel committee, employed by the steering committee, and serve at the pleasure of the executive director.
3. Executive staff members shall have ecclesiastical endorsement by a constituent communion of the Council and are expected to maintain an active relationship with a religious congregation of that communion.

D. EMPLOYMENT OF COORDNATORS AND PROGRAM STAFF

1. Coordinators and program staff, if ordained, shall have ecclesiastical endorsement of their communion; they are expected to maintain an active relationship with a religious congregation. The executive director may approve exceptions with concurrence by the President of the Governing Board.
2. Program coordinators link program staff engaged in direct ministry with the supportive and administrative services of the Council, offer support and services to those offering direct supervision to program staff (see 3 below), report on their program(s) to appropriate Council action teams, committees, and constituency groups, and represent the larger interests of the Council in overseeing the work of program staff.
3. Program staff, such as chaplains and others employed in direct ministry, receive primary supervision either (a) from a manager in the facility in which they are serving (i.e. facility chaplaincy program director in a Pennsylvania Department of Public Welfare facility) or (b) from the local management committee (i.e. in campground ministry, trucker/traveler ministry or farmworker ministry). Program coordinators share in the supervision of program staff to ensure that the larger interests of the Council are respected.

For most direct ministries, the local management committee or team functions like a local congregation governing body (e.g. council, consistory or board) in establishing program plans and objectives, budgets, financial and personnel development strategies, policy review for such items as leave with or without pay, compensable expenses and personnel evaluation. Direct ministry personnel are employed and continued in service with the concurrence of the local manager, management committee, or team, except in unusual circumstances (as determined by the Council's executive director).

E. EMPLOYMENT OF OFFICE AND CENTER STAFF

1. The director of finance and facilities of the Council shall employ all office staff after counsel with the executive director and the immediately concerned executive staff member. The director of finance and facilities shall employ center staff after counsel with the executive director.
2. In order to determine the suitability of the employee to the work of the Council and the employee's satisfaction with the work, new employees shall be subject to a probational period of at least six weeks, but never longer than six months. Employees on probation shall not be eligible for sick leave or annual leave, but if the probation is completed satisfactorily, the annual leave and sick leave allowance shall be computed from the initial date of employment.

F. INTERNS

The Council may offer internships to qualified students enrolled in an accredited theological seminary, college, or university. Each intern shall negotiate a learning contract that includes the study of ecumenical texts as one of its components. All internships must be approved by the appropriate office at the student's seminary, college, or university and be consistent with the goals and procedures of the school. The executive director shall approve the placement of each intern, approve the learning contract on behalf of the Council, and designate a member of the Council staff to serve as the intern's supervisor. Interns agree to conform to the relevant sections of these Policies regarding standards of conduct. Interns are primarily compensated through the supervised practical experience they gain; they may receive a monetary stipend. Reasonable expenses incurred in the performance of their supervised duties may be reimbursed according to Council policy and upon the approval of the designated supervisor.

VII. STANDARDS OF CONDUCT

A. EXPECTATIONS

Employees in pastoral and/or supervisory roles serve the cooperating church bodies and God's people in positions of great trust, authority, and responsibility. These roles provide opportunity for unique relationships of grace and caring. Such employees are expected to observe the highest standards of conduct. Violation of the trust or abuse of their power is not acceptable. Sexual harassment and abuse are among the gravest violations of this trust and authority.

Note: For the purposes of these policies, a pastoral relationship is understood to be a relationship between a clergyperson, employee or volunteer and any person to whom such clergyperson, employee or volunteer

provides counseling, pastoral care, spiritual direction or spiritual guidance or from whom such clergy person, employee or volunteer has received confession or confidential or privileged information.

1. Clergy and supervisors are responsible for avoiding sexual misconduct by establishing and maintaining personal and social boundaries in all interpersonal relationships.
2. Employees are responsible for their conduct regarding the emotional, spiritual and physical protection of all persons who relate to them in the workplace, arena of pastoral care, come to them for help or over whom they have any kind of authority (including coworkers and volunteers). Breach of this protective relationship is unethical and abusive even when sexual activities are initiated by other persons(s). Because of the imbalance of power and trust in such a relationship, the person(s) receiving care or under the authority of the employee should be presumed to be unable to give meaningful consent to any sexual activity. Because clergy and supervisors often deal with individuals who are emotionally or psychologically fragile or personally vulnerable, it is imperative that persons in pastoral and supervisory roles
 - a) Keep spiritually, intellectually, physically and emotionally fit.
 - b) Acquire adequate skills and education for relating to recipients of pastoral care in a wholesome and therapeutic manner.
 - c) Seek supervision to deal with the inherent risk caused by dependency and/or transference.

B. PROSCRIPTIONS

The policy of the Pennsylvania Council of Churches is that all clergy, employees, and volunteers shall not engage in sexual misconduct including sexual abuse, sexual molestation, sexual harassment, or sexual exploitation. These terms are generally illustrated as follows:

Sexual Misconduct:

- a. Sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor or who is legally incompetent; or
- b. Sexual harassment in a situation where there is an employment, mentor or colleague relationship between the persons involved, including but not limited to, sexually-oriented humor or language; questions or comments about sexual behavior or preference unrelated to employment qualifications; undesired physical contact; inappropriate comments about clothing or physical appearance; or repeated requests for social engagements; or
- c. Sexual exploitation, including but not limited to, the development of or the attempt to develop a sexual relationship between a clergy person, employee or volunteer and a person with whom he/she has a pastoral relationship, whether or not there is apparent consent from the individual.

Sexual Abuse:

Sexual involvement or contact by one person with another who is unable to consent.

N.B. Sexual abuse of a minor or of one who is legally incompetent to consent is a criminal offense and must be reported to law enforcement and/or child protection services officials.

Sexual Abuse of Children:

The obscene or pornographic photographing, filming or depiction of children for commercial purposes or exploitation; the employment, use, persuasion, inducement, enticement or coercion of any child to engage in or assist any other person to engage in any sexually explicit conduct; or any simulation of any sexually explicit conduct, for the purpose of producing any visual depiction of any sexually explicit conduct, or the rape, molestation, incest, prostitution or other form of sexual exploitation of children.

Sexual Molestation:

Sexual contact short of intercourse, including (but not limited to) exposure, touching or masturbation.

Sexual Harassment:

Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct, or communication of a sexual nature.

Sexual Exploitation:

Activity during the course of a pastoral relationship such as intercourse, erotic kissing, touching breasts or genitals, verbal suggestions of sexual involvement, or sexual demeaning comments.

The apparent consent of a possible victim to the sexual relationship seldom determines whether there has been sexual exploitation because the imbalance of power between the church worker and the person in a pastoral relationship may undermine the validity of such consent. The fact that sexual activity is initiated by someone other than the church worker does not relieve that worker of responsibility, nor does it make sexual activity under those circumstances acceptable.

Child Abuse:

Non-accidental serious physical or mental injury, sexual abuse or exploitation, or serious physical neglect caused by the acts or omissions of the parent or caretaker.

Paraphiliac Behavior:

- a. Pedophilia: a sexual disorder which includes recurrent, intense sexual urges and sexually arousing fantasies involving sexual activity with a prepubescent child or children (generally age 13 or younger), and the person has acted on these urges, or is markedly distressed by them, and is at least 16 years old and at least 5 years older than the child or children subject to the urges and fantasies.
- b. Exhibitionism: a sexual disorder which includes recurrent, intense sexual urges and sexually arousing fantasies involving the exposure of one's genitals to an unsuspecting stranger, and the person has acted on these urges, or is markedly distressed by them.
- c. Voyeurism: a sexual disorder which includes recurrent, intense sexual urges and sexually arousing fantasies involving the act of observing unsuspecting people, usually strangers, who are either naked, in the process of disrobing, or engaged in sexual activity, and the person has acted on these urges or is markedly distressed by them.

It is further the policy of the Pennsylvania Council of Churches that no individual who has a civil or criminal record of child sexual abuse, who has admitted to prior child sexual abuse, or who is known to have a paraphiliac diagnosis (e.g. pedophilia, exhibitionism or voyeurism) shall be permitted to interact with minors (children and youth under the age of 18) at or in and Council sponsored or related activity on or off the church or Council property.

C. DISCIPLINARY ACTION

Violations of this policy will not be permitted and will result in disciplinary action up to and including discharge. Retaliation against an employee who files a complaint and/or participates in an investigation will not be permitted. Persons who believe themselves to be victims of sexual harassment in connection with their work are encouraged to seek prompt and satisfactory disposition of the complaint through the executive director or director of finance and facilities or program chairperson (in the case of a program coordinator or program staff) and/or the Personnel Committee or its chairperson [See section XVI]:

1. Each grievance will be considered and attempts will be made to discover how the event(s) affected the employee.
2. A signed complaint will be required from the employee making the complaint in order to continue further action.
3. An immediate investigation will occur consisting of inquiries with employee(s) on an individual and confidential basis to evaluate the validity of the complaint.
4. The accused employee will be protected as much as possible. The accused employee will be interviewed privately, informed of the complaint, and given an opportunity to respond.
5. The aggrieved will be protected as much as possible. The accused person may not confront the complainant personally or retaliate against them. Such action will be considered insubordination and appropriate action will be taken.
6. Depending upon specific circumstances, a joint interview including the accused, the aggrieved and the executive director and/or the director of finance and facilities and/or the program chairperson (in the case

of a program coordinator or program staff) and/or the Personnel Committee or its chairperson (See Personnel Policies, section XVI) may be conducted.

7. If disciplinary action is warranted, procedures contained in the Personnel Policies section XVII will be utilized. The seriousness of the offense, the employee's employment record and how clear it was that the conduct was unacceptable in the workplace will be considered. Sexual harassment may be deemed extreme behavior as cited in D:4 of section XVII.

8. Appeals can be made according to Personnel Policies, section XVI.

D. BACKGROUND CHECKS

It is the policy of the Pennsylvania Council of Churches that thorough background checks will be made of all individuals prior to or at the time of their employment. A background check may be omitted at the discretion of the executive director for office/support staff and/or persons contracted for specific and limited service, such as clergy serving less than five hours per week in a chaplaincy role where the endorsing and/or sponsoring body attests to the character and aptitude of the clergy person.

The background checks will seek to determine current or historic sexual misconduct and/or child abuse allegations, criminal records and/or paraphiliac behavior.

The background checks will include:

1. Inquiries of the ecclesiastical superior and/or employer(s) of the individual during the past five years. Such background checks will be conducted in writing.
2. Pennsylvania Child Abuse History Clearance, if the person will be interacting with minors (children and youth under the age of 18) in the ministry or activities to be performed with or through the Pennsylvania Council of Churches.
3. Pennsylvania State Police Criminal Record Check.
4. Individuals not domiciled or resident in Pennsylvania at the time of the background check will be required to obtain a Federal Bureau of Investigation Criminal Record Check.

The Pennsylvania Council of Churches will retain all records of background checks.

VIII. PERSONNEL RECORD

Prospective employees are required to complete an application form. This form becomes part of the staff member's record. The original is retained by the executive director and is kept on file. Included in this record are reference materials, evaluations, changes in positions, academic courses which relate to the job, and the name and address of the person to be notified in any emergency. It is the employee's responsibility to inform the executive director of any relevant changes in family status, address, academic credits, etc. Each employee shall have access to his or her own record on request to the executive director. The record is deemed the joint property of the employee and the Council. Personnel records are confidential and may be reviewed only by the executive director and the Personnel Committee. No record or information contained therein shall be divulged without the expressed consent of the employee; this rule applies regardless of the nature of the request or the requester.

AGREEMENT: When a staff member is employed, he or she shall be notified, in writing, of his or her position description, compensation and hours of work. It is understood that employees may be asked to assume assignments and responsibilities other than those for which they were originally employed.

IX. COMPENSATION ADMINISTRATION

A. GENERAL OBJECTIVES

It shall be the policy of the Council to maintain for all staff positions compensation ranges which assure equitable and uniform treatment of comparable positions, afford opportunity for recognition of quality work, continuous good service and outstanding performance, and a recognition of the economic conditions affecting compensation policy. Office and center staff are normally on wage payroll (compensation calculated at an hourly rate; subject to overtime pay provisions established below.

B. APPLICATIONS

1. Office Staff

a. The compensation ranges for a given calendar year for Council office staff shall be based on the wage and salary survey of the Capital Region Chamber of Commerce for the previous two calendar years, and shall be calculated as follows:

- i. Select the appropriate job category used in this survey.
- ii. Calculate the average of the average compensation for that category in all types of business surveyed (manufacturing/processing, banking/insurance/financial, government, agencies, etc.).
- iii. With that average of the averages as a mid-point, set the minimum of the range for that category at 85% of the mid-point, and the maximum at 115% of the mid-point.

b. The job category designations used in the most recent wage and salary survey and appropriate for the Council's staff are: "executive secretary", "administrative secretary", "secretary", "receptionist/bookkeeper/secretary" which would base its range on the average of the midpoints of these two categories: 'receptionist' and 'accounting clerk I'.

c. The position "executive secretary" is salaried.

2. Center Staff

The compensation of center staff shall be determined by the Support Action Team (or a committee responsible to it) with the advice of the Personnel Committee, following recommendation from the director of finance and facilities.

3. Program Coordinators

Program coordinators are considered independent contractors, contracting with the Council to provide services specified in their individual contracts for compensation so stipulated in the contract. This compensation shall be determined by the Support Action Team (or a committee responsible to it) with the advice of the Personnel Committee, following recommendation from the executive director.

C. PROGRAM STAFF

Program staff (i.e. chaplains and others serving in, for example, institutional, trucker/traveler, farmworker or campground ministry) receive compensation determined as follows:

1. Chaplains serving in state residential facilities: Compensation is set by the executive director, in consultation with the coordinator for contract chaplaincy, with primary consideration of the reimbursement per hour of pastoral care provided by the Commonwealth of Pennsylvania through the appropriate contract for service with the Pennsylvania Council of Churches.

2. Summer campground chaplains: Compensation is established by the state-wide Leisure Ministries Committee of the Pennsylvania Council of Churches, based on negotiation among the sponsors and related to the amount of time (full-time or part-time) allocated for the specific chaplaincy.

3. Trucker/traveler, farmworker and other chaplains: Compensation is established in an annual budget (or amendment) approved by the local management committee with concurrence of the Council's executive director. Budgets for local chaplaincy are approved by the local committee, with the understanding that budgeted expenses will not exceed reasonably expected income. The Pennsylvania Council of Churches reserves the right to intervene to reduce expenses, including furloughing of program staff (including chaplains), if local program expenses appear to be exceeding expected income; in this event, the decision of the executive director will be reviewed by the Council's the Support Action Team (or a committee responsible to it), and may be appealed to the Council's President and/or Governing Board.

D. COMPENSATION DESIGNATION FOR RESIDENCE ALLOWANCE

In cases of staff members who are clergy, the amount to be designated as residence or housing allowance must be determined by the staff person and be recorded in the minutes of the Support Action Team (or of an appropriate committee responsible to it) in advance of the yearly compensation period.

E. PAYMENT FOR PART-TIME OR TEMPORARY WORK

1. Part-time work - part-time employees shall be paid at a base rate proportionate to the regular compensation schedule for the job classification. Sick leave shall be pro-rated on the basis of the number of hours actually worked.
2. Temporary work for office employees—temporary employees shall be paid on an hourly basis as determined by the director of finance and facilities, taking into account the appropriate compensation range, if any.

X. HONORARIA AND EXPENSES FOR EXECUTIVE STAFF

Executive staff members are full-time employees of the Council and time not required in the performance of responsibilities related to the Council shall not be used for other employment. Sunday preaching engagements which are not of a continuing nature (not more than five successive Sundays in the same church) may be taken without any prior clearance. Engagements of a continuing nature are discouraged and must first be cleared with the executive director.

A. HONORARIA

Any honoraria received by the executive staff for services related to the work of the Council shall be returned to the Council and designated as a travel refund.

B. EXPENSES

1. The Council shall provide business mileage reimbursement to executive staff at the current IRS allowable rate.
2. In cases of long distance travel the use of a rental car or participation in a car pool should be considered when several staff members are traveling to the same place. If for personal reasons a staff member chooses to use his/her own vehicle for such trip, the Council shall pay the lesser of the public transportation cost or mileage reimbursement for the trip. The executive director must authorize all such reimbursement before reimbursement will be made.
3. The Council shall pay other costs incurred in traveling, such as tolls, hotel accommodations, and meals.
4. When duties require attendance at meetings in the Harrisburg area, meal costs shall be borne by Council.
5. Monthly expense statements shall be submitted to the business office before the seventh of the month following the incurring of the expenses.

XI. HOURS OF WORK

A. The normal regular schedule of work comprising full-time employment in the office staff is a thirty-five hour week, seven hours a day, five days a week—and in the cafeteria staff does not exceed forty hours per week, eight hours a day, five days a week. The service department staff normally works a forty-hour workweek, each business day from 7:30 a.m. to 4:30 p.m., usually Monday through Friday.

B. Salaried staff normally maintain the above hours of work, but because of the nature of work in the field, at conferences, etc., it is not unusual for additional hours in excess of thirty-five to be required in the course of a week. When field responsibilities permit, regular hours are maintained.

C. Compensatory time will not be granted through leave time for either salaried or hourly wage employees of the Pennsylvania Council of Churches or the United Church Center. Compensation for time will be in compliance with, and follow, the guidelines of the U.S. Department of Labor, Fair Labor Standards Act, Part 778, and will be paid as outlined below.

1. Overtime for wage payroll employees

Any staff member who is requested to work overtime and does so shall receive additional pay at the usual hourly rate, but time and one-half pay shall be due after forty hours per week. This applies to all wage payroll employees, including office staff and United Church Center employees.

2. Overtime for Salaried Staff

Current salaried staff, including United Church Center salaried staff, are exempt from the overtime provisions of the Fair Labor Standards Act Regulations as executive, professional or administrative employees and, therefore, do not receive compensation for overtime.

D. Program and office staff may be furloughed with pay due to an emergency in the workplace, or with or without pay due to lack of work. Calculation of leave and continuation of health benefits is not affected by a furlough that is less than 30 working days in length.

XII. HOLIDAYS WITH PAY

A. The following holidays will be observed annually: New Year's Day, Martin Luther King, Jr. Day, Good Friday, the Monday after Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the following Friday, Christmas Day. The offices will also close at noon on the workday before Christmas and New Year's Day.

B. If a holiday comes on a Sunday, Monday shall be observed; when it comes on a Saturday, Friday shall be observed.

C. A part-time employee shall receive an equal amount of paid holidays in proportion to the number of hours worked each year.

D. A "personal day" or holiday shall be granted each employee on the employee's birthday (or, if not a business day, the nearest day). During the first full calendar year of employment, and in succeeding years, an employee may elect to use this "personal day" on another day than the birthday with the consent of the supervisor and notice to the executive director.

XIII. PAID ABSENCES FROM DUTY

A. Annual leave—annual leave shall be granted to allow employees time from work for vacation and other personal reasons. This includes time required for court appearances (exclusive of jury or witness duty and National Guard or military reserve annual training leave as mandated by law), household emergencies, etc.

1. All executive, office, and Center staff receive annual leave based on length of employment. Requests for annual leave shall be approved by the executive director. (Annual leave for Center employees must be approved by the Director of Finance and Facilities and scheduled with at least ten (10) working days advance notice.)
 - a. Executive staff:

Executive staff shall receive 22 working days of leave annually.
 - b. Office and Center staff:
 - i. A beginning employee with less than one year of service shall be entitled to one day of leave for each three months of employment from the date of employment until the end of that year.
 - ii. Six days of annual leave shall be granted for the first full year of service.
 - iii. For the second through fifth year of service an employee shall be entitled to twelve days of leave each year.
 - iv. During the sixth through tenth year of service, an employee shall be entitled to fifteen days of leave each year.
 - v. After completion of the tenth full year of service, an employee shall be entitled to nineteen days of leave each year.
 - vi. A part-time employee shall receive an equal amount of annual leave in proportion to the number of hours worked each year.
 - c. A person (including executive staff) employed for more than twenty years shall have an additional five working days of annual leave time.
2. Holidays with pay occurring during a vacation period shall not be charged against annual leave.

3. In case an employee terminates employment during the year and more annual leave has been taken than has been earned by the termination date, an appropriate deduction shall be made from the final salary check. The Council does not compensate employees for unused sick leave.

B. Sick leave—sick leave shall be granted to staff members to allow absences necessitated by personal sickness or injury, exposure to a contagious disease which requires quarantine or isolation, or due to medical or dental examinations.

1. Each employee shall be credited with one day of sick leave for each month of completed employment.

2. Sick leave may be accumulated up to a maximum of sixty (60) days of earned sick leave. Unused sick leave is not compensable.

3. Office and center staff: In the event that sick leave is exhausted, a leave of absence without pay or benefits may be granted for not more than ninety (90) days to an employee at the request of the employee's superior and at the discretion of the executive director. In this event, an employee may return to work upon presentation of a medical doctor's certificate that the employee is fit and able to perform his or her responsibilities.

4. Executive staff: In cases of prolonged illness, when the sick leave above has been exhausted, an allowance of additional leave for a period not exceeding one month with pay may be granted by the executive director. Additional allowances for sick leave may be granted by the Steering Committee.

C. Leave for sickness or death in household or immediate family—leave may be granted by the executive director to executive staff and by the executive director or the director of finance and facilities to office staff to allow absences at the time of serious (critical or near critical) illness or death in their household or immediate family.

D. Leave for Program Staff and Program Coordinators

1. Chaplains serving in state facilities are not granted paid leave time. [Initial calculation of recompense per unit of pastoral care included an allowance for benefits such as health care, pension and leave time.]

2. Campground chaplains are not granted leave time, except for emergencies such as sickness or death in the household or immediate family. Such leave must be cleared with the local committee or its designated representative, and reported to the Pennsylvania Council of Churches.

3. Direct ministry chaplains (e.g. trucker/traveler and farmworker) are granted annual leave, sick leave and emergency leave as set forth in prior sub-sections of Section XIII, except that policy developed by the management committee and approved by the Executive Director shall supersede these provisions. Leave time is logged with the Council office. Emergency leave (sub-section C, above) may be granted by the local committee or its designated representative.

4. Leave for program coordinators is specified in each individual contract, as negotiated with the Council (see section IX.B.3).

E. Jury or Witness Leave—leave shall be allowed in order to permit a staff member necessary time off to meet his or her civic obligations as a juror or witness when summoned. Jury or witness fees paid to employees shall be retained by the employee.

F. Military Training Leave—staff members who are members of the National Guard or a Reserve Unit shall be allowed military leave with pay so that, with military pay, total compensation is the same as if military leave had not occurred, for the period mandated by law annually in order to take required military training, provided that they submit documentation of orders to the executive director.

G. Leave to attend denominational assemblies and professional meetings—Executive staff members who have been duly elected or appointed by their denomination or communion to attend religious assemblies or conferences beyond the scope of their local church may be allowed leave for this purpose. Staff members who are clergy may also be allowed such leave, and are expected to take leave to attend the annual meeting of the judicatory to which they belong.

Travel expenses incident to the participation of work in communions in the Commonwealth of Pennsylvania will be borne by the Council, if not provided by the communions. All such leaves shall be cleared with the executive director.

H. Sabbatical leave for executive staff—after at least six years of service with the Council, up to three months leave with pay may be granted to staff members by the Steering Committee after recommendation by the

Personnel Committee through the Support Action Team. A detailed plan describing the course of study or other activity which will contribute to the staff member's value and service to the Council shall be submitted to the executive director at the time of request for a sabbatical leave.

1. A staff member taking a sabbatical leave must agree to return to service with the Council upon completion of the sabbatical leave and to remain with the Council for a period of at least one year thereafter.
2. The period of leave may be adjacent to the staff member's annual leave.
3. An additional two months extension of half salary may be granted in special cases.
4. Any financial arrangements for travel or other expenses which involve Council funds in relation to the sabbatical leave shall be cleared with the executive director.

XIV. UNPAID ABSENCES FROM DUTY

The Council may permit staff members unpaid absences from work without loss of accumulated employee privileges for several reasons listed below. However, annual and sick leave credits shall not accrue to any staff member during the period of leave without pay.

- A. Infant care leave—A parent of a newborn or adopted child may utilize annual leave and/or special unpaid leave at the discretion of the executive director.
- B. Military Service—a person employed by the Council who leaves for service required under the Selective Service laws shall be entitled to re-employment by the Council, if possible. Every effort shall be made to provide employment in the same or equivalent position with no loss of service credit. Annual and sick leaves shall not be credited during the period of military leave.

XV. EMPLOYMENT PROTECTION AND BENEFITS

A. Health Benefits—the Council shall provide for regular employees, permanently employed for 20 or more hours per week, except those in a special employee group, Blue Shield coverage, or pay an equal amount to an approved denominational medical insurance plan that is already held by an employee. If members of the staff desire to enroll the members of their families in these insurance programs, they may do so by paying the additional premiums to the Council.

B. Pension—the Council shall provide a pension program contribution equal to 15% of gross compensation for employees permanently employed for 20 or more hours per week through its non-contributory pension plan. Employees of the Council who are ordained clergy and otherwise eligible to receive this benefit may elect to have the Council make the contribution directly to their own denominational pension plan, up to a total of 15% of gross compensation.

C. Social Security—the Council shall contribute to the Social Security of each employee, except clergy, according to the regulations of the Social Security Act and its subsequent amendments.

D. Worker's Compensation—the Council shall carry Worker's Compensation on all employees according to the requirements set forth by the Commonwealth of Pennsylvania.

E. Key Executive Accident Insurance—the Council shall provide Key Executive Accident Insurance for members of the executive staff who have responsibilities requiring travel.

F. Special employee groups—for non-permanent programs of the Council that are separately staffed, composition of the benefits package per employee shall be negotiated with each employee and established by the program director or the employee's supervisor up to the maximum monetary provision budgeted for such benefits.

XVI. EMPLOYEE PROBLEMS

It shall be the policy of the Council to make every effort to adjust difficulties of employees promptly, fairly and in a manner mutually satisfactory to the staff and the Council. Staff members shall have the right, after steps outlined herein have been taken, to appeal to the Personnel Committee. Although a staff member shall normally be expected to utilize the procedure described below, he or she may deal with the Personnel

Committee if the difficulty is of such nature as to make it embarrassing or impractical to discuss the matter with the executive director.

A. Executive Staff

Staff members shall be expected to take up any problem affecting the condition of his or her employment with the executive director. If, after counsel with the executive director, the staff member does not obtain a satisfactory adjustment of the difficulty, he or she may present it personally to the Personnel Committee.

B. Office and Center Staff

Office and center staff members shall be expected to take up any problem affecting the condition of their employment with their supervisor. If, after counsel with the supervisor or the director of finance and facilities, the employee does not obtain a satisfactory adjustment of his or her difficulty, he or she may present it to the executive director.

C. Program Coordinators

Program coordinators shall be expected to take up any problem affecting the condition of his or her employment with the executive director. If, after counsel with the executive director, the staff member does not obtain a satisfactory adjustment of the difficulty, he or she may present it personally to the Personnel Committee.

D. Program Staff

Program staff shall be expected to take up any problem affecting the condition of employment with the program coordinator. If the concern or difficulty is not satisfactorily adjusted at this level, the staff member may bring the matter to the executive director. If, after counsel with the executive director, the staff member does not obtain a satisfactory adjustment of the matter, the staff member may appeal to chair of the Personnel Committee or the president of the Council. If the staff member finds the matter of such a nature as to make it embarrassing or impractical for discussion with the program coordinator, the staff member may directly approach the executive director, Personnel Committee Chair, or president. Final appeal may be made to the Governing Board, upon advance notice in writing to the President of the Council. [Note: Disciplinary actions including dismissal are referenced in the next section.]

XVII. SEPARATIONS

A. Retirement

Although the normal date of retirement for all members of the staff shall be either the sixty-fifth birthday or December 31 of the year in which age sixty-five is attained, an employee may request to continue to work to age seventy. A staff member may be continued in employment beyond the year in which he/she attains the age of sixty-five upon approval of the Steering Committee after recommendation of the Personnel Committee through the Support Action Team.

B. Resignation

1. Executive staff members shall give at least two months notice of resignation in writing to the executive director.
2. Program coordinators shall give at least one month notice of resignation in writing to the executive director.
3. Program staff, office staff, and center staff members shall give at least two weeks notice of resignation in writing to the director of finance and facilities or the executive director.

C. Reduction in force

The following policies shall apply to a regular employee whose services are terminated by reason of the abolishment of his or her position as a result of such situations as discontinuance or contraction of a program, changes in organization, changed position requirements, shortage of work, or lack of supporting funds. An employee whose services are terminated by reduction in force shall be entitled to any accrued annual leave allowance due at the date of separation.

1. Separation notice:

- a. Executive staff—twelve weeks notice
 - b. Program coordinators—four weeks notice
 - c. Program, office, and center staff—two weeks notice
2. Special severance pay for employees whose services are terminated by reduction in force.
- a. Executive staff—equivalent of one month's pay
 - b. Program coordinators, program staff, office staff, and center staff—equivalent of two weeks pay

D. Disciplinary Actions and Dismissal

Disciplinary action can be initiated when an employee (executive staff, program, office, or center) breaks a specific rule or regulation, acts contrary to policies or disregards requests or orders (verbal or written), or fails to perform satisfactorily. The employee should be cautioned that if the situation is not corrected to the satisfaction of his or her immediate supervisor, appropriate disciplinary action will be taken by the immediate supervisor or the executive director or the director of finance and facilities (in the case of office and center staff).

1. Although employment with the Council is “at-will,” meaning either the employee or the Council can terminate the employment relationship either with or without cause, the Council does not intend to separate an employee without making every effort to help him or her resolve a problem. Therefore, no demotions, suspensions, or other forms of punishment are to be applied as measures for corrective discipline.

Therefore, in cases of: Unsatisfactory work performance (i.e. carelessness in handling materials and equipment, inattention to assignments, repeated tardiness in preparing work, carelessness in reporting, etc.); breach of discipline (i.e. overstaying lunch or rest periods, unnecessary tardiness or absenteeism, failure to comply with instructions, insubordination); or demonstrably poor work attitudes and/or conduct, the following steps shall be applied:

- a. The employee’s supervisor will promptly offer the worker a casual and friendly reminder on the job —pointing out the problem and suggesting possible solutions.
- b. Should another incident arise within six (6) weeks of “a,” the supervisor shall call the employee into his or her office for a serious discussion of the problem. He or she will explain to the employee the relative importance of the problem (such as its possible effects on the employee’s work as well as the efforts of the Council and/or Center), other specific and formal suggestions for corrective action, and express his or her confidence that the person will henceforth abide by the Council’s standards.

The supervisor, at this point, will also listen to any reasonable explanations the employee may have as cause for his or her adverse action. If the supervisor decides that the action was unintentional, or based on a misunderstanding, he or she will inform the employee that the matter is closed. In any case, a record of the employee’s interview shall be prepared by the supervisor and signed by the employee to show that she or he is fully aware of the situation and understands the reason for concern. This record is forwarded to the executive director for inclusion in the employee’s personnel file.

- c. Should an unsatisfactory level of improvement, or a repeated incident, occur within six (6) weeks of “b,” step “b” will be repeated with the additional presence of the director of finance and facilities or the executive director. This interview should consider the problem in depth and give the employee every opportunity to state his or her position and/or accommodate himself or herself to the policies and expectations of the Council and supervisor. The employee may also be informed that dismissal shall follow if he or she cannot conform to these policies and expectations. These efforts will be confirmed with the employee by letter to his or her home address, and a copy is retained in his or her personnel file.

- d. If there is further difficulty, or no marked improvement in the employee’s performance and/or conduct, following step “c,” the employee shall be notified in writing of his or her dismissal. The notification, mailed to the employee’s home, will give the termination date of employment, a date for a termination interview with the director of finance and facilities or executive director if desired by the employee or one of those mentioned, the procedures to be followed in preparation for this interview (if any), and in the case of Executive Staff notification concerning appeal procedure.

2. In case several major incidents occur at unusually close intervals (such as less than two weeks apart), steps “b” and “c” may be omitted.
3. If no further incident occurs within ninety (90) days of any one step except step “d,” such records are removed from the employee’s personnel file. Should, however, another incident happen at a later time, the last step will be repeated. A full year must elapse before step “d” is cleared from the record.
4. In case of discovery of extreme or criminal behavior (including, but not limited to, destroying or intentionally damaging Council or Center materials or property, in-agency fighting, extreme insubordination or unethical conduct) termination may result without resort to the preliminary steps. Such behavior is taken as conclusive evidence of the lack of adequate self-respect and discipline even if it occurs only once. Such termination will be fully documented and will be reported to the Personnel Committee in the case of program coordinators, program staff, office staff, and center staff, and to the Steering Committee or Governing Board, whichever meets first, in the case of executive staff.
5. If, at any time during the disciplinary process, an employee feels that he or she is being unfairly treated, discriminated against, or reprimanded without cause, she or he should contact the director of finance and facilities or the executive director for direction in lodging an appeal.
6. An employee convicted by a court of any crime may be subject to termination at the discretion of the executive director. In the case of executive staff, the executive director shall seek the counsel of the Steering Committee.
7. If an employee is dismissed before the end of a pay period he or she will be paid through the date of dismissal and a check mailed on the normal pay schedule. An employee dismissed through the disciplinary process, or who resigns as step “d” is being implemented, or an employee terminated because of court conviction of a crime involving moral turpitude, shall be paid only through the date of dismissal or termination, and severance pay shall not be due. In other cases, the fact that an employee is dismissed shall not disqualify him or her from receiving separation pay to which she or he is otherwise entitled. The date of such termination shall be known as the severance date.
8. Dismissal of executive staff, other than the executive director, shall be on the authority of the executive director, after consultation with the chair of the Personnel Committee. Dismissal of the executive director shall be in keeping with the Bylaws of the Pennsylvania Council of Churches.
9. Dismissal of program coordinators, program staff, office staff, and center staff shall be on the authority of the executive director.

Approved by the Governing Board 25 October 2005.