

**CENTRAL ATLANTIC CONFERENCE
UNITED CHURCH OF CHRIST**

**PERSONNEL
POLICIES AND
PROCEDURES
MANUAL**

Revised March 2009

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I FOREWARD

This Manual contains statements of personnel policies and procedures that have been developed by the Operations and Personnel Working Group (“O&P”) of the Central Atlantic Conference (“CAC” or “Conference”) and approved by the Board of Directors (“Board”) of the Conference. The Manual will help employees understand the terms of their employment. It is also an aid for the O&P, the Conference Minister, the Associate Conference Ministers, and the Board in dealing with personnel matters of the Conference.

The materials contained in this handbook are presented for information purposes and can be changed at any time by the Conference with or without notice. These materials do not constitute an employment contract, expressed or implied. All Conference employees are employees-at-will and either the employee or the Conference can terminate the employment relationship at any time for any reason not prohibited by law. No representative of the Conference has the authority to enter into an agreement with an employee that is contrary to the foregoing.

COMMITMENT TO CONFIDENTIALITY

In dealing with personnel matters, confidentiality will be maintained to the extent practicable and appropriate under the circumstances to protect the privacy of the persons involved. Information concerning an employee grievance or harassment complaint will be received in confidence. Supervisors, other members of the staff and members of the Board of Directors will discuss such complaints only with those individuals who are involved in processing them.

II OPERATIONS AND PERSONNEL WORKING GROUP

A. POLICY

The O&P is responsible for (1) developing policies and procedures concerning employment of Conference personnel; (2) seeing that all employees receive appropriate performance evaluation; (3) initiating schedules of compensation for all employees; (4) maintaining oversight of employee morale; and (5) approving employee contracts as authorized by the Board. Final approval of regulations and of compensation schedules rests with the Board.

The O&P shall be composed of (1) a chairperson, who shall be appointed annually by the President from among the Board of Directors immediately following the Annual Meeting and (2) Board representatives from each Association, if possible. The Conference Minister and President, or their designees, shall be ex-officio members with voice but no vote.

B. PROCEDURE

The O&P shall take into account the differing time frames that may be needed concerning ongoing evaluations. It shall meet at least three times yearly to carry out its duties. The O&P shall be responsible for the following:

- a. Conducting the periodic performance review of the Conference Minister
- b. Asking the Conference Minister to conduct the periodic performance reviews of Associate Conference Ministers.
- c. Asking the Conference Minister to ensure that annual Employee Appraisals are completed.
- d. Making recommendations to the Board regarding compensation and salary ranges for positions.
- e. Implementing the grievance procedures provided for in this Manual.
- f. Making recommendations to the Board for changes to this Manual.
- g. Initiating and/or approving position descriptions for the Ministry Team and all CAC employees.
- h. Authorizing the employment contracts for support staff within (1) the specified guidelines of Budget and Finance salary parameters; (2) the staff configurations as determined by the Board; (3) the policies and procedures as set forth in this Manual; and (4) the recommendations of the Conference Minister.

III EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

POLICY

The Conference affirms its moral and legal commitment to support and implement a program of equal employment opportunity which does not discriminate against any employee or applicant because of race, color, national origin, sex, sexual orientation, age or physical disabilities.

The CAC affirms the actions of General Synods of the United Church of Christ in keeping with equal employment opportunity and affirmative action.

IV POLICY PROHIBITING SEXUAL AND OTHER FORMS OF HARASSMENT AND ENFORCEMENT GUIDELINES

A. POLICY

The purpose of this policy is to afford all employees a workplace free from sexual and other forms of harassment. The Conference strictly prohibits unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a physical nature when particularly: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment related decisions affecting such individual; and/or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Not all conduct, even though rude or in poor taste, violates this policy or the law. However, repeated comments or conduct of a sexual nature made after a request to stop such behavior and which have the purpose or effect of interfering with an employee's work or work environment generally will be treated as harassment. Employees found to have violated the policy prohibiting sexual harassment will be subject to disciplinary action including, in appropriate cases, termination from employment.

B. GUIDELINES

These guidelines provide an avenue for an employee to come forward freely who has (1) a complaint of sexual or other form of harassment, (2) a complaint or question about conduct that may constitute sexual or other harassment, or (3) a concern about a situation where it is believed that it may lead to sexual harassment unless dealt with promptly.

These guidelines assume that all employees recognize that in order for the Conference to maintain a workplace free from sexual or other forms of harassment, employees having concerns or complaints must bring them to the attention of one in authority.

Any employee who has a complaint of sexual or other harassment or a concern about potentially harassing conduct should immediately report it to the Conference Minister. Once a complaint has been made, the Conference Minister will investigate the complaint by, at a minimum, interviewing the complainant and the alleged harasser. The Conference Minister will determine what action, if any, should be taken. If the complaint or concern can be resolved by the Conference Minister to the satisfaction of the complainant and in a manner consistent with CAC policy, the Conference Minister will describe the incident in general terms without revealing names to the O&P and report that the matter has been appropriately resolved. If more serious discipline or discharge is warranted, the Conference Minister will so advise the O&P. Where a charge of sexual harassment is brought against the Conference Minister, an Associate Conference Minister or their spouse/partner who is an authorized minister of the UCC, the most current procedures outlined in "A Recommended Protocol To Be Used When A Fitness Review For Ministry Of A Conference Minister Is Warranted" will be followed. [available from the Office of General Minister and President]

C. RETALIATION

The Conference will not retaliate against an employee who makes a bona fide sexual or other harassment complaint, or participates in the investigation of such a complaint, nor tolerate any retaliation by any employee against an employee who makes or participates in the investigation of a bona fide complaint.

V CATEGORIES OF EMPLOYEES

A. POLICY

Persons employed or retained to work for the Conference shall be placed in a specific work classification according to the nature of the work to be performed. Certain work classifications shall be further subdivided according to duration of employment and length of workweek; this shall be termed the employee's time classification. Benefits available to employees shall depend on the employee's classifications.

B. PROCEDURE

1. Work Classification. Every person employed or retained by the Conference shall be classified in one of the following categories:
 - a. Conference Ministry Team. This includes the Conference Minister and Associate Conference Ministers called by the Central Atlantic Conference or the Board of Directors.

- b. Professional Staff. This includes non-ordained employees.
- c. Consultants/Contractors. This includes self-employed specialists retained to perform specific tasks for the Conference within a clearly defined time period as authorized by the Board.
- d. The Board of Directors may determine other categories of employees as needed.

2. Time Classification of Employees

- a. Length of Employment
 - 1. Regular Employees. Employees whose anticipated period of employment is for more than one year.
 - 2. Temporary Employees. Employees whose anticipated period of employment is for less than one year.
- b. Full-Time/Part-Time
 - 1. Full-Time Employees. Employees whose scheduled workweek is 30 hours or more.
 - 2. Part-Time Employees. Employees whose scheduled workweek is less than 30 hours.

VI. POSITION DESCRIPTION

A. POLICY

The Conference recognizes the need for each employee to have a clear guide to the duties, requirements, and responsibilities of the position the employee occupies. It further recognizes the need for periodic review and revisions.

B. PROCEDURE

- 1. Responsibilities of the Conference Ministry Team
 - a. Members of the Conference Ministry Team
 - 1) Conference Minister: Basic duties of this position are described in the CAC Bylaws. More specific work objectives, reflecting current Conference needs, may be prepared by the O&P in consultation with the Conference Minister and approved by the Board.

- 2) Associate Conference Ministers: Associate Conference Ministers may be either full-time or part-time employees. Basic work objectives, reflecting current Conference and Association needs, will be prepared by the O&P in consultation with the Conference Minister and the Associate Conference Minister(s) and approved by the Board.

In cases where ACMs have additional duties that they are expected to perform beyond the basic duties of an ACM, they shall be specified in their position description and reviewed as described herein.

- b. Professional Staff: A position description including information pertaining to skills, knowledge and background required and supervisory relationship shall be prepared for each position by the supervisor having direct knowledge of the requirements in consultation with the Conference Minister. The Conference Minister shall submit this information for approval to the O&P.

2. Review
The Conference Minister and the O&P Working Group shall periodically review each position description, in consultation with the employee.
3. Copies to be provided
Every employee shall be provided with a current copy of her/his position description. Signed copies shall be kept on file in the Conference personnel records, and provided to the O&P Chair.

VII DETERMINATION OF SALARY OR WAGES AND TOTAL COMPENSATION

A. POLICY

Total compensation for the various employment categories shall include basic cash salary or wages, plus other benefits the employee is eligible to receive according to this Manual. It should be noted that unemployment insurance is not provided. The O&P shall review total compensation annually. Compensation is subject to approval by the Budget and Finance Working Group and the Board.

B. PROCEDURE

1. Compensation Review

The O&P shall annually review the total compensation of all employees. It shall then recommend appropriate compensation changes to the Board by the date required for inclusion in the budgeting process of the Conference. Compensation changes, if any, shall be based on cost of living and any other factors that the O&P may announce. Employees should receive a letter prior to the effective date informing him/her of the change.

2. Outside Employment and Compensation

a. Compensation may be accepted for activities performed outside of assigned duties by any employee provided that these conditions are met:

1. Such activities must be approved in writing in advance.

a) In the case of the Conference Minister, the activities must be approved by the Operations & Personnel Working Group or the Board President.

b) In the case of all other employees, the activities must be approved by the Conference Minister.

2. A proposed outside assignment will be reviewed to determine whether the assignment:

a. is outside the normal expectations of the person's responsibilities for the Conference, and

b. would interfere with the performance of his/her duties for the Conference.

3. When an employee receives an additional remuneration or an honorarium for work that is within the scope of his/her regular duties, that money must be credited to the Conference's Staff Development Fund. To avoid any potential misunderstanding, this should be resolved at the time an outside assignment is reviewed and approved.

VIII HOUSING ALLOWANCE

A. POLICY

An ordained minister employed by the Conference may request the Board annually to designate a portion of his/her salary as a housing allowance for income tax purposes. Professional Staff shall not be eligible for housing allowance.

B. PROCEDURE

The Board upon the recommendation of the O&P shall approve the amount that will be designated as an employee's housing allowance.

IX. PROFESSIONAL EXPENSES

A. POLICY

An employee's professional expenses are not part of compensation; professional expenses are costs of the Conference for providing professional services. Such costs are to be reimbursed.

B. PROCEDURES

1. Mileage and other travel:

An automobile allowance should be provided that is equal to the annual I.R.S. mileage deduction. Employee must submit detailed expense records to the Conference for approval. Other travel expenses shall be reimbursed at actual cost.

2. Other Professional Expenses

The Conference shall pay all un-reimbursed professional expenses of CAC employees that are approved by the Conference Minister or other Conference representative designated by the Board.

X. SOCIAL SECURITY OFFSET

A. POLICY

Ordained members of the Conference Ministry Team shall be provided with a Social Security offset as part of their compensation. This offset shall equal 50% of the self-employment tax.

B. PROCEDURE

Amounts provided as Social Security Offset are recognized as taxable income to the recipient.

For ministers who wish to use the Social Security Offset for retirement purposes the offset amount may be deposited with the Annuity Plan for the United Church of Christ as a Tax Sheltered Annuity account. In this way the minister is not currently taxed on the amount of the offset and an additional retirement income is created. This is accomplished by adding the Social Security Offset to the minister's salary, and then making an Annuity Plan deposit of the offset through the signing of a Salary Reduction Agreement form. The form is available from the Members Services Team of the Pension Boards-UCC, 1-800-642-6543 or at the Pension Boards- UCC website, www.pbucc.org

XI PENSION PLAN

A. POLICY

The Conference recognizes the need of its employees for adequate retirement income in addition to Social Security benefits. It therefore provides payments for eligible employees to the appropriate pension plan of the United Church of Christ according to the employee's status as ordained or lay.

B. PROCEDURE

1. Members of the Conference Ministry Team: The United Church of Christ through the Pension Boards, provides a retirement annuity plan for all ordained ministers. The annual contribution is presently computed on the percentage, as recommended by General Synod resolution, of the cash salary plus the social security offset with the entire payment being made by the Conference. The employee may contribute an additional sum as governed by the rules of the Pension Boards.
2. Professional Staff:
 - a. Eligibility: The Conference requires that all employees employed 20 hours per week or more before completing 90 days of service with the Conference shall apply for membership in the Annuity Plan for the United Church of Christ.

- b. Contribution: The employee may contribute an additional sum to that contributed by the CAC as governed by the Annuity Plan for the United Church of Christ.. The total amount shall be used to fund retirement benefits as described in the Annuity Plan.

XII HEALTH INSURANCE

A. POLICY

The Conference recognizes the need for each employee to have health and dental insurance coverage as provided by the Pension Boards.

B. PROCEDURE

Each employee working at least 20 hours or more per week is eligible to participate in the Conference's authorized Pension Boards insurance program in keeping with program rules. Qualified dependents may also be insured under the program. The Central Atlantic Conference shall pay the annual premium for coverage actually secured by the employee from among authorized programs. In the event an employee chooses not to accept insurance coverage, he/she will not receive a higher salary to compensate. If a part-time employee has another employer, a joint payment may be arranged with that employer. The Conference Minister shall be responsible for negotiating such arrangements.

XIII. INCOME PROTECTION

A. POLICY

The Conference recognizes the need for its employees to have income protection through special insurance programs. The CAC participates in such programs provided by the Pension Boards, paying premiums for its eligible employees.

B. PROCEDURE

Each employee working at least 20 hours or more per week is eligible to participate in the Disability Income and Life Insurance program of the United Church of Christ. The Central Atlantic Conference shall pay the annual premium for coverage actually secured by the employee.

XIV SECTION 125 FLEXIBLE BENEFITS PLAN (also known as the Cafeteria Plan)

A. POLICY

The Conference participates in a flexible benefits program where employees can withhold tax-free dollars from their pay to help pay certain qualifying expenses. The concept behind a Flexible Benefits Plan is much like banking money before the IRS can tax it as the employee can pay for his/her benefits with before-tax dollars rather than after-tax dollars. One benefit of this option is a tax savings. One drawback of this option is the reduction of Social Security retirement benefits. This program is managed by an outside company and allows employees to set aside pre-tax dollars to be used for glasses, braces, doctor visits not covered by insurance, etc.

B. PROCEDURE

Each employee working at least 20 hours or more per week is eligible to participate in the Section 125 Flexible Benefits Plan administered by the UCC Pension Boards. The Conference will follow any rules stipulated by the plan and/or the Internal Revenue Service. In the event that any unspent funds must be returned to the Conference at yearend, such funds will be designated for the Staff Development Fund.

XV CONTINUING EDUCATION

A. POLICY

The Conference recognizes the need for its employees to pursue, on an annual basis, short-term education opportunities and church renewal gatherings that will increase their knowledge and effectiveness in their positions. It provides continuing education leave with pay for eligible employees.

B. PROCEDURE

1. Employees shall plan continuing education opportunities in consultation as follows: the Conference Minister with the Chair of the O&P; Associate Conference Ministers and Conference Professional Staff with the Conference Minister.
2. Written reports by the Associate Conference Ministers and Professional Staff of completed continuing education events, including personal benefits and benefits to the Conference and/or Association(s), shall be submitted to the Conference Minister. Written reports of continuing education by the Conference Minister shall be made available to the Chair of the O&P.

When two or more members of the Conference Ministry Team attend the same event a single written report is acceptable. Reports will be submitted within 30 days of the completion of events.

3. Continuing education leave is not accumulative from one year to the next nor is to be considered part of any regular vacation or sabbatical periods previously granted. No credit shall be granted for continuing education leave not taken in connection with termination of employment.
4. At the discretion and approval of the Conference Minister, Conference employees may be granted up to 10 days of continuing education leave annually. Study leave shall not be taken during the year of a Sabbatical. Reports will be submitted within thirty (30) days of completion to the Conference Minister.
5. Costs associated with continuing education activities shall be reviewed and approved in advance by the Conference Minister for members of the ministry team, and in the case of the Conference Minister, by the Board president and chair of O&P.

XVI. SABBATICAL

A. POLICY

The Conference recognizes the need of the Conference Ministry Team to have occasional extended opportunity to become significantly better equipped for more effective service and therefore provides sabbaticals for its eligible employees.

B. PROCEDURE

1. A Member of the Conference Ministry Team with at least five years of service on the CAC Staff, or at least five years of service since completion of a prior sabbatical granted by the Conference, may apply for a sabbatical of three months with full salary plus regular vacation.
2. A plan for the use of the sabbatical shall be presented with the application by the Conference Minister to the O&P, and by an Associate Conference Minister to the Conference Minister and the O&P, for concurrence by each, and then reported to the Board for approval.

3. A sabbatical shall be a time of study, travel, experience or personal renewal.
4. When a member of the Conference Ministry Team takes a sabbatical, an interim part-time minister may be appointed by O&P on the recommendation of the Conference Minister. Appropriate remunerations shall be given by the Conference to that position.
5. A written report on each sabbatical shall be submitted to the Board within two months of completion, or as part of the minister's next regular report to the Board
6. It is understood that anyone taking a sabbatical shall remain in his/her job for at least one year following said sabbatical.

XVII. VACATIONS

A. POLICY

Vacations with pay are granted by the Conference to provide eligible employees with annual periods away from work preferably in at least one-week segments.

B. PROCEDURE

1. General

- a. Vacation is not accumulative beyond the end of the calendar year. Special circumstances may be accommodated only with written approval of the Conference Minister.
- b. Holidays falling within an employee's scheduled vacation period shall not be counted against vacation time.
- c. A monthly record of vacation eligibility and vacation days taken shall be maintained at the Conference office.
- d. Employees shall not be compensated for unused vacation, except as specified in connection with maternity leave or termination. Vacation pay shall be at the employee's current basic salary rate.

- e. The annual period for reckoning vacation shall begin January 1, except in the year of commencement of employment, when vacation shall be prorated.
- 2. Members of the Conference Ministry Team shall be granted one month's vacation with pay. The time or times for vacations of Associate Conference Ministers shall be determined in consultation with the Conference Minister.
 - 3. Professional Staff Eligibility and length of vacation within a calendar year shall be according to the following schedule for all regular full-time Professional Staff (Consultants/Contractors are ineligible):
 - a. Those who begin employment from January through June shall be entitled to one week of vacation during the first year of employment. Those employed from July through December are not entitled to vacation during the calendar year in which they start.
 - b. After one year of employment, Professional staff members will be entitled to ten working days of vacation each year; after five years of employment, fifteen working days of vacation; and, after eight years of employment, twenty working days of vacation.
 - c. Vacations must be scheduled in consultation with the employee's supervisor, with due consideration being given the employee's personal desires, length of service, and the efficient operation of the office. The Conference Minister shall approve the overall schedule for Professional staff vacations.

XVIII HOLIDAYS

A. POLICY

The Conference recognizes certain days of religious and historic importance as holidays and provides for time off with pay for its eligible employees.

B. PROCEDURE

1. Holidays observed. The following shall be recognized as paid holidays:

New Year's Day
Martin Luther King Jr's Birthday
Presidents' Day
Good Friday
Easter Monday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Eve Day
Christmas Day

Additional holidays may be authorized in consultation with O&P. In addition each employee will be entitled to one floating holiday to be determined by the employee in consultation with the Conference Minister.

2. When any of the holidays fall on a Saturday, the preceding Friday will be recognized as a paid holiday. When a holiday falls on a Sunday, the following Monday will be recognized as a paid holiday. The local custom as to when certain holidays (Presidents' Day and Memorial Day) are observed shall determine the days off for the Conference employees at each office. Such dates shall be reported in advance to the Conference Minister.
3. Calculation of holiday pay shall be at the employee's regular daily rate.

XIX. SICK LEAVE

A. POLICY

The Conference shall allow sick leave with compensation to all employees who hold regular status whose absence from work is necessitated by personal illness or injury, according to established procedures. Medical verification will be required after three consecutive sick days or if over five sick days are used within any thirty-day period.

B. PROCEDURE

1. All Regular Conference Employees

- a. Employees of those categories with regular status shall be eligible to receive regular compensation to the extent of sick leave credit, which shall be determined as follows:

Continuous Service Requirement Sick Leave Credit

Less than three months	None
Three months and over	1 day/month

- b. Sick leave credit shall be accumulative from year to year to a maximum of thirty days.
- c. Holidays, vacation and other authorized or scheduled absences occurring during a required absence for illness or injury shall not reduce an employee's sick leave credit.
- d. There shall be no payment for accumulated sick leave credit upon termination of employment.
- e. Extended sick leave may be authorized by the Conference Minister and will be coordinated with short-term disability coverage.
- f. Employees are expected to advise their supervisor and the Conference office when they are taking a day of sick leave. A designated employee shall keep records of sick time at the Conference office. The Conference Minister or designee shall be notified when sick leave exceeds sick leave accrued. Additional sick leave, if needed, may be requested and approved by O&P.

XX DISABILITY LEAVE

A. POLICY

The Conference shall allow disability payments to staff whose needs necessitate extended leave.

B. PROCEDURE

Employees working 20 hours or more per week

If an employee is medically disabled and unable to carry out normal work, the CAC will pay basic cash salary for up to one month, also continuing annuity payment, housing allowance (where appropriate) and insurance premiums for the Disability Income and Life Insurance and Group Health Insurance in keeping with the policies of the UCC Pension Boards. After one month, the Conference will, for up to an additional three months, continue payments for annuity, housing, Group Health Insurance and Disability Income and Life Insurance. It may also provide a supplement to disability payments equal to the difference between the disability payments and basic cash salary.

XXI EMERGENCY LEAVE

A. POLICY

Conference employees may take paid emergency leave without reduction in vacation time, subject to the restrictions set forth in the procedures. Such leave shall be reported to the Conference Minister, or the Conference Minister's designee.

B. PROCEDURE

1. Examples of emergency leave include death in the immediate family and unusual family circumstances that require the employee's absence from duty in order to provide services to the family, or similar situations. The Conference Minister shall determine what constitutes an emergency. Consideration shall be given to the full circumstances of the employee's prior services and the emergency itself. The employee shall apply to the Conference Minister or the Conference Minister's designee for emergency leave stating the facts in the case. This type of leave normally shall be limited to no more than five days per calendar year.

2. To be eligible for emergency leave, the employee shall notify the immediate supervisor of the request so that necessary work arrangements can be made for the period of the employee's absence.
3. Emergency leave pay shall not be paid in addition to any other type of allowed pay for the same days, such as holiday pay, vacation pay, sick pay, etc.
4. A record of emergency leave days taken shall be maintained at the Conference office.

XXII FAMILY LEAVE

A. POLICY

Employees who become new parents shall be granted parental leave, with pay and benefits, to assist with care for the newborn child. This also applies to adoption.

B. PROCEDURE

1. Employees becoming new parents who desire to continue working for the Conference.
 - a. Adequate notice shall be given by the employee to the supervisor so that arrangements for coverage of responsibilities during parental leave may be made.
2. Exceptional arrangements may be authorized by the O&P upon the recommendation of the Conference Minister.
3. Leave necessitated by other family needs shall be covered under the emergency leave procedures or exceptions granted under Section XXI.

XXIII. JURY DUTY

A. POLICY

The Conference recognizes the civil duty of its employees to participate in jury duty when duly called. Jury duty shall be allowed as an excused absence, not chargeable to leave.

B. PROCEDURE

1. An employee who is called for jury duty shall notify his/her supervisor so that arrangements can be made for his/her absence. Associate Conference Ministers shall notify the Conference Minister. The Conference Minister shall notify the O&P Chair when called to jury duty.
2. The Conference shall continue to pay employees called for jury duty at their regular daily rate. Any compensation received for jury service shall be repaid to the CAC and credited to the Staff Development Fund.

XXIV. MILITARY LEAVE

A. POLICY

The CAC recognizes that some employees may perform active or inactive duty with the Armed Forces of the United States as a member of a reserve or national guard unit. Such service shall be allowed as leave.

B. PROCEDURE

1. An employee who performs active or inactive duty with the Armed Forces of the United States (including National and Coast Guards) as a member of a Reserve unit may be granted a leave of absence for up to two weeks annually for training. During this leave the employee will receive his or her regular and benefits less the amount of the employee's military leave.
2. An employee who is a Reservist or National Guard and is called up for active duty will be granted a leave of absence without pay for the period of active duty. Insurance benefits will be continued until they are provided by the U.S. Government for the active duty service. The CAC will comply with the federal regulations as defined by the Uniformed Services Employment and Reemployment Rights Act (USERRA).

XXV. BEREAVEMENT LEAVE

POLICY

In the event of the death of a spouse/partner, parent, grandparent, child or grandchild, employees of the Conference shall receive up to five working days for bereavement leave to be decided at the discretion of the Conference Minister.

XXVI. COMPENSATORY TIME

CONFERENCE MINISTRY TEAM

Members of the Conference Ministry Team are recognized as exempt professionals who are paid an annual salary and need to maintain flexible work schedules to meet the requirements of the positions. There is no formal program of compensatory time for the Ministry Team but the members should feel free to modify their schedules to ensure adequate time for personal and family responsibilities. Conference Ministry Team members shall take eight (8) days off per month.

PROFESSIONAL STAFF

A. POLICY

There may be occasions when overtime work is required for the benefit of the Conference. Compensatory time may be given for meetings outside regular working hours, such as meetings of the Board and the Annual Meeting.

B. PROCEDURE

The Executive Administrative Assistant shall determine compensatory time needs for meetings, such as the Annual Meeting or Board meetings or events, such as training events. Compensatory time must be approved in advance by the supervisor and must be submitted in writing, using the appropriate leave record form. The Executive Administrative Assistant shall keep the Conference Minister informed as to the status of Professional staff compensatory time. Compensatory time must be used within sixty (60) days and not accumulate beyond one year.

XXVII ONGOING EVALUATION AND PERFORMANCE APPRAISAL

A. POLICY

The primary objective of the evaluation and performance appraisal is to maximize each staff person's effectiveness individually and collectively, continually seeking excellence in Christian Ministry and Leadership. This shall be an annual review.

B. PROCEDURES FOR MINISTRY TEAM

The CAC Ministry Team evaluations are designed to form performance and working relationships. Evaluations will feature interviews/discussions to provide feedback from individuals familiar with the Ministry Team members' work. Ministry Team members will be evaluated annually.

1. The Conference Minister

- a. Is evaluated by O&P through an interview/discussion process.
- b. Suggests areas for evaluation to O&P at the start of the evaluation process.
- c. Prepares an annual work plan.
- d. Receives annual work plans for the Associate Conference Ministers and conducts mid-term reviews.
- e. Coordinates evaluations of the Associate Conference Ministers utilizing common questions as well as questions specific to each individual's ministry. The evaluations will include interviews with appropriate individuals with knowledge of the Associate Conference Minister's responsibilities.
- f. Places an evaluation summary in the personnel file of the Associate Conference Minister, which has been signed by the Conference Minister, and the Associate Conference Minister.
- g. Recommends to O&P revisions to job descriptions, as needed.

2. Associate Conference Ministers

- a. Prepare an annual work plan in consultation with those with whom they work for presentation to the Conference Minister.
- b. Suggest areas for evaluation to the Conference Minister at the start of the annual evaluation process.
- c. Recommend individuals who are familiar with their work to be interviewed as a part of the evaluation process.
- d. Recommend modifications to their job descriptions to O&P through the Conference Minister.

C. PROCEDURES FOR PROFESSIONAL STAFF

1. Newly Hired Employees. An employee will be considered probationary during the first three months of employment. During that time, supervisors will provide training and direction for the new employee. If at any time during such period a person's performance is not satisfactory, employment may be terminated immediately.
2. Each member of the Support Staff will prepare a first draft Performance Appraisal each year in the anniversary month of employment or at other appropriate times as noted below, using this format:
 - a. Title: Performance Appraisal for Professional Staff
 - b. Name of Professional Staff member
 - c. The official position held as indicated in the position description.
 - d. The three/four principal responsibilities/functions performed by the Professional Staff member.
 - e. The three/four responsibilities/functions the Professional Staff member has performed best during the reporting period.
 - f. The three/four areas in which the Professional Staff member may need to improve performance.
 - g. The three/four principal goals (professional and personal

the end of the probationary period.

6. If there is any doubt that Professional Staff members should continue in the position:
 - a. The immediate supervisor will meet with the Professional Staff members and specifically discuss areas of unsatisfactory performance and improvement goals to be achieved by a specified date.
 - b. The supervisor will prepare and sign a Memorandum of Record of the discussion.
 - c. The Professional Staff members will be provided an opportunity to comment on the Memorandum for Record and will sign it.
 - d. Dates of signature will be indicated.
 - e. Copies of the Memorandum of Record will be provided by the Supervisor to the Professional Staff member, the Conference Minister and the O&P Chair.
 - f. The immediate supervisor is responsible for effective follow-up action and will keep the Conference Minister and the O&P Chair informed of planned and completed follow-up.

XXVIII. GRIEVANCE PROCEDURE

A. PROFESSIONAL STAFF POLICY AND PROCEDURE

When a professional staff employee has a grievance, it will be addressed in the following steps:

1. The employee is encouraged to negotiate the grievance with his or her immediate supervisor for resolution.
2. In the event that the grievance cannot be satisfactorily resolved through negotiation with the immediate supervisor, the employee shall appeal to the Conference Minister for resolution of the grievance within 30 days of its occurrence.
3. If the grievance fails to be resolved through either Steps #1 and #2 above, the employee shall appeal directly to the O&P for resolution of the grievance. Within 90 days of the application, two members of O & P (preferably the chair and one other), the President of the Board and the Conference Minister will meet with the employee and

resolve the grievance.

4. If it is determined that the grievance cannot be resolved, O&P, on behalf of the Board, will initiate the termination policy, as outlined in Section XXX. B3.
5. At each step of this grievance procedure, the failure of an employee to proceed to the next step within the time limit set forth shall be deemed to be acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance.

B. MINISTRY STAFF POLICY AND PROCEDURE

When a member of the ministry staff has a grievance, it will be addressed in the following steps:

1. The employee is encouraged to negotiate and resolve the grievance with the individual or group most directly involved with oversight of the employee (i.e., the Conference Minister or O&P).
2. In the event that a grievance by an Associate Conference Minister cannot be satisfactorily resolved through direct discussion with the Conference Minister, he/she may appeal to the O&P within 30 days of the alleged grievance for resolution of the grievance. Within 30 days of this appeal, the Chair plus two other members of O&P shall meet with the Associate Conference Minister and the Conference Minister to resolve the grievance.
3. In the event of a grievance by an Associate Conference Minister that cannot be satisfactorily resolved by O&P, the employee may appeal to the Board of Directors. Within 30 days of this appeal, the President, plus four other members of the Board of Directors who are not on O&P, shall meet with the employee and the Chair of O&P to resolve the grievance. There is no further appeal.
4. If it is determined that the grievance cannot be resolved, O&P, on behalf of the Board, will initiate the termination policy, as outlined in Section XXX. B2b.
5. At each step of this grievance procedure, the failure of an employee to proceed to the next step within the time limit set forth shall be deemed to be acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance.

XXIX. DISCIPLINARY ACTION OR PROBATION

A. POLICY

All employees of the CAC are expected to conduct themselves in accordance with applicable laws, regulations, policies and generally acceptable work behaviors. Employees in supervisory positions should set an example by their own conduct, attitude, and work habits. Disciplinary measures are to be assessed for unacceptable conduct in a consistent and fair manner.

B. Procedure

1. Disciplinary actions shall be considered as constructive procedures for the purpose of correcting inappropriate work behavior. Therefore, in most instances, disciplinary actions should consist of the least severe action to accomplish this purpose. Employees may have a co-worker present during a discipline related meeting, as an observer.
2. Reasons for disciplinary action for unsatisfactory performance may include, but are not limited to:
 - a. Failure to adhere to policies and procedures
 - b. Repeated unexcused or excessive tardiness or absence
 - c. Failure to meet effectiveness and productivity standards
 - d. Unsatisfactory performance evaluations
3. Disciplinary actions shall be administered on a uniform basis throughout the CAC. However, each offense must be judged on a case-by case basis and consideration given to the employee's past record, including documented performance appraisals.
4. In cases involving the Professional Staff, the Conference Minister shall determine such actions and shall report them to the President and the Chair of O&P.
5. In cases involving the ministry staff, the Conference Minister, the President and the Chair of O&P shall determine these actions. Such actions will be reported on a timely basis to the O&P Working Group.

6. If an employee refuses to participate in discipline-related proceedings or to sign off on the final decision, that employee's employment shall be terminated.

XXX TERMINATION

A. POLICY

The Conference recognizes that there will be occasions when employees shall need to terminate their employment, and occasions when the Conference shall need to terminate employment of individual employees.

B. PROCEDURE

Termination of Ministry Team Members is specifically covered in the CAC Bylaws. This Manual specifically covers professional staff.

1. The Conference Minister

- a. Should the Conference Minister desire to resign the office, at least ninety (90) days notice shall be given to the Board.
- b. Upon the recommendation of the Board of Directors, the Conference may remove the Conference Minister from his/her office in a regular or specially called business session.
 1. The notification shall include the proposed action and the proposed date for the termination to be effective.
 2. Removal shall be by a two-thirds vote of those present and voting at the meeting.

2. Associate Conference Ministers

- a. Should an Associate Conference Minister desire to resign the office, at least ninety (90) days notice shall be given to the Board of Directors.
- b. An Associate Conference Minister may be removed from office by two-thirds (2/3) vote of the Board of Directors.
 1. Such action shall be taken upon the recommendation of the O&P Working Group and the Conference Minister.

2. The proposed action shall also specify the proposed date for the termination to be effective. Notice of the grounds for termination must be given to the employee involved at the time the board is notified that a termination will be considered.

3. Professional Staff

- a. Categories of Termination

- i Resignation is a voluntary, permanent separation initiated by the employee.
- ii A reduction in force is a separation initiated by the Board of Directors because of a reorganization or financial situation.
- iii Release is a permanent separation initiated by the Conference Minister due to the employee's inability to perform satisfactorily the duties of the position.
- iv Discharge is a permanent separation initiated by the Conference Minister for cause.

- b. If an employee is resigning, the Conference Minister shall be given, in writing, two weeks notice of the employee's intention to terminate employment. If two weeks notice is not given, then the unused vacation shall not be paid when found appropriate under the circumstances by the Conference Minister.

- c. When an employee is to be released, the Conference Minister will notify the employee in writing at least two weeks in advance of the date of termination of employment.

- d. In the event the Conference Minister determines that the needs of the Conference are best served by immediate discharge of an employee, the Conference Minister is authorized to terminate employment without giving the two weeks notice.

4. Severance Pay

- a. In the case of a reduction in force, severance pay in the amount of one month's base cash salary at the employee's current rate shall be given to Members of the Conference Ministry Team who have completed at least one year. Pay for unused vacation will be prorated. For other regular full-time employees subject to a reduction-in-force, severance pay in the amount of two week's cash salary shall be given to employees who have served at least one year. Pay for unused vacation will be prorated.
- b. For release and discharge, no severance pay will be provided. Pay for unused vacation will be prorated.
- c. There shall be no reimbursement for unused continuing education leave.
- d. There shall be no payment for accumulated sick leave credit upon termination of employment.