

1                   **THE PRESBYTERY OF MIDDLE TENNESSEE**  
2                                   **PERSONNEL POLICIES.**

3  
4                                   **PREFACE**

5  
6       In accord with the Book of Order G-3.0110, the Presbytery of Middle Tennessee employs persons to  
7       assist its Administrative Committee and other committees in carrying out the mission of the whole  
8       church within its bounds. As Reformed Christians, we believe that God calls each one to service  
9       through our vocations. We believe that each staff member is called by God to serve the presbytery  
10      and the Church through each person’s work.

11  
12      **The purpose of this manual is to establish personnel policies for all persons employed by the**  
13      **Presbytery of Middle Tennessee to serve in the various categories of employment.**

14  
15      In accordance with the Book of Order G-3.0106, these policies and practices are subject to the  
16      Mission and Operations Manual of the presbytery. The presbytery reserves the right to modify,  
17      supplement, rescind, or revise any policy, procedure, standard, or benefit from time to time, without  
18      notice, as it deems necessary or appropriate. These personnel policies do not represent a contract.  
19      All employees, whether called, elected, or hourly, are employees at will as defined by the State of  
20      Tennessee. The presbytery does not enter into employment contracts. This manual, and the policies  
21      within, supersede any previous personnel manual or policy.

22  
23  
24                                   *Our Mission Statement*

25                                   *The Presbytery of Middle Tennessee is a community of disciples*  
26                                   *that engages in worshipful work in order to further the mission of God.*

27  
28                                   *Our Core Values*

29                                   *Our identity as the Presbytery of Middle Tennessee is grounded in the Triune God:*  
30   *in Jesus Christ,*  
31   *who moves us from brokenness to shalom.*  
32   *in God the Creator, whom Jesus called Abba, Father,*  
33   *who moves us from fear to generosity.*  
34   *in the Holy Spirit,*  
35   *who moves us from isolation to relationship.*

36  
37                                   *Our Vision*

38                                   *The Presbytery of Middle Tennessee is a community of churches and church leaders*  
39   *whose role is to guide and support the work of its constituents,*  
40   *striving to build up the body of Christ through connections of mutual support,*  
41   *creating a culture of leadership development, and church transformation.*

**TABLE OF CONTENTS**

1

2 **PREFACE** ..... 1

3

4 **GENERAL EMPLOYMENT POLICIES** ..... 3

5     Employment at Will ..... 3

6     Equal Employment Opportunity ..... 3

7     Employee Classifications ..... 3

8     Applications for Employment ..... 4

9     Supervision ..... 4

10    Personnel Records ..... 4

11    Time Records ..... 4

12    Sexual Harassment ..... 4

13    Alcohol, Drugs, and Controlled Substances ..... 5

14    Smoking and Tobacco Use ..... 5

15    Confidentiality ..... 5

16    Electronic Mail and Internet Use ..... 5

17    Outside Employment ..... 5

18    Job Descriptions ..... 5

19    Compensation ..... 5

20    Guidelines for Reimbursement ..... 6

21

22 **BENEFITS AND SERVICES** ..... 6

23     Medical and Pension Plan ..... 6

24     Continuing Education ..... 6

25     Holidays ..... 6

26     Annual Vacation ..... 6

27     Sick Leave ..... 7

28     Adoption/Pregnancy Leave ..... 7

29     Personal Leave ..... 8

30     Sabbatical ..... 8

31     Military Leave ..... 8

32

33 **PERFORMANCE EVALUATION** ..... 8

34 **FAIR TREATMENT POLICY** ..... 9

35

36 **GENERAL OFFICE PROCEDURES** ..... 9

37     Tardiness ..... 9

38     Unscheduled Absences ..... 9

39     Violation of Financial Policies ..... 10

40     Conflict Of Interest ..... 10

41

42 **AMENDMENTS** ..... 10

1 **GENERAL EMPLOYMENT POLICIES**

2 **EMPLOYMENT AT WILL**

3 Employment is with the mutual consent of the employee and the presbytery. Consequently,  
4 both employees and the presbytery have the right to terminate the employment relationship at any  
5 time, with or without cause or advance notice. These policies do not constitute or imply a contract.  
6

7 **EQUAL EMPLOYMENT OPPORTUNITY**

8 The presbytery is committed to equal employment opportunities for all qualified persons, without  
9 regard to race, color, ancestry, national origin, sex, marital status, physical handicap disability,  
10 medical condition, age, or religious affiliation, except when religious affiliation is determined to be  
11 a bona fide occupational qualification to the extent required by law. This applies to all employment  
12 practices, including hiring, promotions, training, disciplinary action, pay, termination and benefits.  
13

14 **EMPLOYEE CLASSIFICATIONS**

15 The presbytery has the following classes of employees including elected (G-3.0104), called, hourly,  
16 interim, and temporary.  
17

18 Elected and Called Staff Positions:

19 Per the Book of Order, the presbytery elects a Stated Clerk. The presbytery also has an Executive  
20 Presbyter, a called position. In the event of a vacancy, the Nominating Task Force will nominate a  
21 Search Team made up of seven (7) individuals, ruling and teaching elders as nearly equal as possible  
22 and being as representative of the presbytery as possible, who are elected by the presbytery.  
23 Position descriptions are recommended by the Personnel Task Force to the Administrative  
24 Committee for authorization and require approval by the presbytery prior to starting a search.  
25

26 The position opening will be posted throughout the denomination and the presbytery. Every effort  
27 will be made to insure that persons who wish to recommend nominees for these positions have  
28 ample opportunity to place names in nomination. The Search Team will review and verify the  
29 qualifications of each candidate, conduct thorough reference and background checks, and conduct  
30 personal interviews before placing a name in nomination. When nominees are teaching elders, the  
31 presbytery's process for examination and approval of terms of call are required.  
32

33 Hourly Staff:

34 The Executive Presbyter and a member of the Personnel Task Force will recruit, interview, and  
35 select persons for hourly positions to be approved by the Personnel Task Force. Position  
36 descriptions will be recommended by Personnel Task Force to the Administrative Committee for  
37 approval. The position opening will be posted including throughout the presbytery.  
38

39 Interim Employees (Transitional called or elected employees):

40 To provide continuity of administrative and/or program services, the Administrative Committee may  
41 authorize the Executive Presbyter and/or the Personnel Task Force, or an appointed search team, to  
42 select interim staff to fill vacant positions until the position is filled.  
43

44 Temporary Employees (hourly):

45 As needs emerge for additional administrative and/or program services, temporary staff may be  
46 appointed by the Executive Presbyter and/or the Personnel Task Force for limited terms to supply  
47 specific services provided funding is available and approved by the Administrative Committee.  
48



1  
2 **SMOKING AND TOBACCO USE**

3 Tobacco use is not allowed by employees in the presbytery office at any time. This policy is for the  
4 health and safety of all employees and visitors, as well as protection of the facilities.  
5

6 **CONFIDENTIALITY**

7 All employees must execute and abide by confidentiality agreements and other specific procedures  
8 that the presbytery has established to safeguard its confidential information. The presbytery  
9 absolutely prohibits the disclosure of confidential information to anyone outside of presbytery or  
10 anyone inside the presbytery who does not have a need to know the information. The presbytery  
11 absolutely prohibits the use of confidential information for any purpose other than in connection  
12 with presbytery's business. This includes speaking, recording, writing, and all electronic forms of  
13 communication that contain confidential information.  
14

15 **ELECTRONIC MAIL AND INTERNET USE**

16 The presbytery reserves the right to monitor, access, review, copy, store, or delete any electronic  
17 mail from its email system for any purpose and to disclose them to others, as it deems appropriate.  
18 The presbytery reserves the right to monitor an employee's use of the presbytery's internet.  
19

20 **OUTSIDE EMPLOYMENT**

21 Disclosure of any outside employment will be made to the Executive Presbyter. All employees are  
22 prohibited from engaging in outside employment, private business, or other activities, which might  
23 have an adverse effect on or create a conflict of interest with the presbytery.  
24

25 **JOB DESCRIPTIONS**

26 Job descriptions for all elected and called staff will be recommended by the Personnel Task Force  
27 to the Administrative Committee for authorization and approved by the presbytery. Other staff  
28 position descriptions, and any changes to staff position descriptions, are recommended by the  
29 Executive Presbyter or the Personnel Task Force to the Administrative Committee for approval.  
30

31 **COMPENSATION**

32 Compensation is established by the Personnel Task Force, in consultation with the Executive  
33 Presbyter, and Administrative Committee, and approved by presbytery as part of the annual budget  
34 process. Payroll checks will be distributed to each employee on the 15th and the last day of each  
35 month. These checks will show gross wages, deductions, and net pay. Any adjustments in  
36 compensation required by absenteeism, etc., will be made in the following pay period. Overtime  
37 work is not permitted unless specifically requested or authorized by the Executive Presbyter.  
38

39 **GUIDELINES FOR REIMBURSEMENT**

40 Reimbursable professional expenses for employees include mileage allowance at the current IRS  
41 Standard Mileage rate, parking fees, tolls, and meals incurred in the performance of duties.

42 Additional allowable professional expenses for employees include:

- 43 • Fees for local conferences and events, approved in advance by the Executive Presbyter or  
44 Personnel Task Force Chair.
- 45 • Dues to professional organizations approved in advance by the Executive Presbyter or  
46 Personnel Task Force Chair.
- 47 • Continuing education expenses (tuition, room, board, travel) approved in advance by the  
48 Executive Presbyter or Personnel Task Force Chair.

- Governing body events appropriate for the position, approved in advance by the Executive Presbyter or Personnel Task Force Chair.
- Meals for presbytery leaders when presbytery business is being discussed.
- Other expenses as approved by the Personnel Task Force.

Expenses for entertainment, alcohol, or tobacco products are not reimbursable. **Employees are expected to monitor and respect the limits of annual professional expenses allocations as voted on by the presbytery in the annual budget.**

## **BENEFITS AND SERVICES**

### **MEDICAL AND PENSION PLAN**

Complete details of the medical and pension plan, and the services offered, can be obtained from the Board of Pensions (<http://www.pensions.org/Pages/default.aspx>) or the Executive Presbyter.

### **CONTINUING EDUCATION**

For elected and called staff, continuing education will be stated in the terms of call or the job description voted on by the presbytery. As hourly employees are encouraged to improve their skills, any continuing education selected will be negotiated with the Executive Presbyter with expenses paid by the presbytery as approved by Personnel Task Force.

### **HOLIDAYS**

The following days are designated as holidays, and the presbytery office will not be open: New Year's Eve Day; New Year's Day; Martin Luther King, Jr. Day; Good Friday; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Friday following Thanksgiving; Christmas Eve Day; Christmas Day. All full time employees receive full pay for these holidays; part time staff members do not receive paid holidays.

### **ANNUAL VACATION**

Vacation is granted staff members to refresh themselves from the routine of daily work. Vacation scheduling is subject to the approval of the Executive Presbyter. The Executive Presbyter will schedule vacations in such a manner that the operational efficiency of the presbytery will not be impaired. Vacation must be taken in the year it is earned and may not be carried over to the following year or accumulated. Employees are required to record vacation days used on monthly time records. If an employee resigns or is terminated, vacation pay will be pro-rated.

Elected and Called Staff: The length of vacation is determined by the job descriptions and/or the terms of call in compliance with the policies of the presbytery.

Hourly Staff: The length of vacation is determined by the length of service. After one year of full time service, 10 working days with pay are granted. After two years of service, 15 days are earned.

### **SICK LEAVE**

Paid sick leave is granted to staff members to protect them from endangering their health and that of their fellow workers. Paid sick leave may be used for the care of an employee's immediate family members. The employee must report the illness to the Executive Presbyter as soon as possible and thereafter report daily on his/her condition.

1  
2 Sick leave is not a benefit to be used in place of personal time off or vacation. All doctors, dentist or  
3 other appointments made outside an actual illness will be considered as personal time off.  
4 Employees are required to record sick days used on monthly time records. Sick leave may be taken  
5 only to the extent that it is earned in accordance with the provision of these rules and regulations.  
6 Sick leave will be charged exactly as it is taken.  
7

8 Paid sick leave for elected, called and full time staff will accrue at the rate of one day per month  
9 of service and will be credited to each to member's account as it is earned. After one full year of  
10 service, sick leave for part-time staff will accrue at the rate of one day every two months. Unused  
11 sick leave will be allowed to accumulate up to a maximum of ninety days. In the event of extended  
12 illness or physical disability, a staff member will be required to exhaust all earned and credited  
13 sick leave and annual vacation.  
14

15 **No payment will be made for accrued sick leave of an employee upon termination of his/her**  
16 **employment with the presbytery.** If it is determined that the illness or disability for which sick  
17 leave is taken by a staff member is unjustified, that staff member will be subject to remedial  
18 action up to and including reimbursement of pay and termination of employment.  
19

#### 20 **ADOPTION/PREGNANCY LEAVE**

21 The presbytery grants to all full-time employees who have worked at the presbytery for at least  
22 twelve (12) consecutive months, a leave of absence for a period not to exceed four (4) months for  
23 adoption, pregnancy, and childbirth. In the case of an adoption, the four-month period begins with  
24 the date the employee receives custody of the child.  
25

26 Employees should provide the presbytery with at least three (3) months prior notice of the date the  
27 leave is expected to begin and their intention to return at the end of the leave of absence. Employees  
28 who are unable to provide the three-month notice due to emergency circumstances or unanticipated  
29 notice of adoption will still have the leave of absence available to them.  
30

31 A leave will not be considered a break in service provided the employee returns to work within the  
32 prescribed timeframe. The Executive Presbyter, with the approval of the Personnel Task Force, may  
33 review the allowance if complications are incurred in the delivery or adoption process.  
34

#### 35 **PERSONAL LEAVE**

36 There are some instances where an employee may need to miss work other than sickness to care for  
37 personal matters. Paid personal leave days are available to full-time and elected staff members at a  
38 rate of two (2) days per year (non-accumulative). Personal leave must be requested in advance and  
39 approved by the Executive Presbyter.  
40

41 Additional personal leave will be granted by the Executive Presbyter to employees who are not  
42 temporary for the following reasons:

- 43 • Death in the immediate family (wife, husband, child, brother, sister, parent, parent-in-law, or  
44 relative in the same household). Five (5) consecutive days will be given with pay, in the  
45 event of a death in the immediate family.
- 46 • The presbytery will grant paid leave for employees to perform jury duty or serve as a witness  
47 in a court case.  
48

1 **SABBATICAL**

2 The presbytery awards sabbatical leave as required by Presbytery’s policy and the terms of call.

3  
4 **MILITARY LEAVE**

5 The Presbytery grants leaves of absences for individuals to perform duties in the “uniform services”  
6 in accordance with applicable law. The Presbytery may provide up to two weeks of paid leave to  
7 individuals to engage in active training as a member of the National Guard or organized reserve of  
8 any branch of the United States Armed Forces.

9  
10 **PERFORMANCE EVALUATION**

11 All employees of the Presbytery will participate in a performance evaluation conducted by their  
12 supervisor(s) and others.

- 13 • New employees will participate in an evaluation toward the end of 90 days.  
14 • All employees will participate in an annual evaluation normally in the third quarter of the  
15 calendar year.

16  
17 The Stated Clerk and the Executive Presbyter are supervised by the Administrative Committee. All  
18 other employees whether called, full time, or part time are supervised by the Executive Presbyter as  
19 Head of Staff. The primary consideration will be given to the evaluation by the supervisor. The  
20 Personnel Task Force may solicit additional input from members of the Presbytery and its  
21 committee members and may consider reports of concern or commendation in the evaluation  
22 process.

23  
24 The performance evaluation will be documented in writing and presented to the employee at the  
25 time of the performance evaluation interview between the employee, the Executive Presbyter and a  
26 member of the Personnel Task Force.

27  
28 The employee will be requested to sign the performance evaluation form to attest to the fact they  
29 have been advised regarding their level of performance. The employee’s signature does not mean  
30 the employee accepts or agrees with the content of the evaluation, but that he or she has seen the  
31 evaluation and has discussed it with the Executive Presbyter and a member of the Personnel Task  
32 Force. A copy of the evaluations will be kept in the employee’s personnel file for the entirety of  
33 employment plus five years.

34  
35  
36 **FAIR TREATMENT POLICY**

37 In the event an employee has an employment issue,

38 Step One: The employee should report any issue as soon as possible. Most  
39 issues may be resolved through a conversation with the Executive Presbyter. In the  
40 event an employee has an issue with the Executive Presbyter, the issue should be  
41 presented to the Personnel Task Force Liaison who will attempt a resolution as soon  
42 as possible.

43 Step Two: In the event the issue is unresolved, the employee has seven (7)  
44 days to place the issue in writing and submit it to the Personnel Task Force Liaison  
45 who will have seven (7) working days to respond in writing.

46 Step Three: Should the response by the Executive Presbyter and/or Personnel  
47 Task Force Liaison be unsatisfactory the employee may request, in writing, that the  
48 full Personnel Task Force hear the issue. In a timely manner, the Personnel Task



1 Force will meet to address the issue. The Personnel Task Force will deliberate and  
2 prepare a written response. The written response will be shared with the employee  
3 within seven (7) days of deliberation.

4 Step Four: Should the response by the Personnel Task Force be  
5 unsatisfactory, the employee may request, in writing, a hearing before the  
6 Administrative Committee on the issue. In a timely manner, the Administrative  
7 Committee will meet to address the issue. The Administrative Committee will  
8 deliberate and prepare a written response. The written response will be shared with  
9 the employee within seven (7) days of deliberation

10  
11 Written Record: A written record of all issues, meetings, findings, and decisions will be kept in the  
12 personnel files including a signed verification by the complaining party to indicate his/her  
13 acceptance or rejection of the decision and outcome.

## 14 **GENERAL OFFICE PROCEDURES**

### 15 **TARDINESS**

16  
17 It is the responsibility of each employee to be punctual. Repeated tardiness will be noted in  
18 the employee's personnel record and will subject the employee to disciplinary action.

### 19 **UNSCHEDULED ABSENCES**

20  
21 Employees who are unable to report for work because of emergency must let the Executive  
22 Presbyter know as soon as possible.

### 23 **VIOLATION OF FINANCIAL POLICIES**

24  
25 It is the responsibility of each employee to follow the Presbytery's financial procedures for fiscal  
26 responsibility of the presbytery office. Failure to do so may lead to termination.

### 27 **CONFLICT OF INTEREST**

28  
29 It is the policy of the Presbytery to maintain high standards of integrity, honesty, impartiality,  
30 industry, and conduct by employees. Avoidance of conflicts of interest, whether real or implied, by  
31 all staff is indispensable to the maintenance of these standards.

32  
33 No employee of the Presbytery will accept any gift, gratuity, grant, service or any special favor from  
34 any person or persons, or businesses which provide or receive goods and services or which seek to  
35 provide or receive goods and services to or from the Presbytery. However, minor courtesies such as  
36 luncheons, dinners or church publications in connection with business discussions may be received.

37  
38 In addition, if an employee is called upon to participate in a decision in which the interests of the  
39 employer conflict with his or her personal interests, the employee must abstain from participating in  
40 the decision.

41  
42 All employees will avoid even the appearance of conflict of interest, special interest, or any other  
43 inappropriate conduct. If an employee discovers that he/she may be in a position of conflict of  
44 interest, he/she will immediately report this conflict to his/her supervisor.

45  
46 Failure to disclose a conflict of interest may lead to disciplinary action up to and including  
47 termination.

1  
2 **AMENDMENTS**

3 These personnel policies may be amended by recommendations made by the Personnel Task Force,  
4 approved by the Administrative Committee, and adopted by the Presbytery.

5  
6  
7 *Approved by the Presbytery of Middle Tennessee May 3, 2012*  
8 *Revised by the Presbytery of Middle Tennessee May 17, 2014*  
9 *Editorial Revisions Authorized February 6, 2016*  
10