

BLACKHAWK PRESBYTERY

Personnel Manual

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1.0 INTRODUCTION

Presbyteries have the authority to employ staff, to set personnel policies, and to establish personnel procedures that create a work environment that fosters employee productivity and personal and professional growth.

The personnel policies of Blackhawk Presbytery are guided by its vision and values. These policies are consistent with the Book of Order and are in compliance with applicable federal, state, and local laws, regulations, and ordinances. These policies apply to all persons employed by Blackhawk Presbytery (Employer).

These policies do not constitute a contract of employment. They are subject to amendment, modification, or termination without notice at the discretion of the Employer.

2.0 GENERAL PRINCIPLES

2.1 Christian Philosophy of Employment

2.1.1 The Presbyterian Church (USA) is a community of faith called into being by God's grace in Jesus Christ. It is made up of people called by God into a covenant relationship where the gifts of God's people are recognized and used for the purposes of God.

2.1.2 The presbytery seeks to order its institutional life by the biblical and theological themes that give it purpose and mission. These include:

God as Creator. In creating a good world, God also created human beings to continue this good work.

Human Vocation. Human beings have as their chief end to glorify God and enjoy God forever. This involves a lifelong response in all aspects of life. Work, paid and unpaid, is an integral part of the believer's response to God's call. By working with integrity and responsibility toward all our neighbors and all of creation; by treating other workers and ourselves with respect, compassion, and gratitude; and by seeking forgiveness from God for imperfections in work, we engage in work pleasing to God. Our work thereby becomes a service to our neighbors and their work a service to us.

Sinfulness. In the fallen human state, sinfulness can be manifested in individual sloth, dishonesty, exploitation of others, or lack of charity. It can also take institutional patterns of discrimination and oppression. These various forms of sinfulness need to be confessed to a gracious God and addressed in law and policy.

The Church as Community. The Church, as a witness to God's redemptive work, seeks to organize its institutional life in ways that reflect its theological visions of the Church. Although tension will continue to exist between the understanding of the Church as a community and an institution, the direction is clear. It seeks to make work not a burden, but a glad and collaborative response to Jesus' transformative life. It seeks to reflect God's creative and redemptive purposes in all life by providing not only a means of subsistence but also a way to honor human dignity and participate in community life. It seeks for its structure to reflect its policy: one that places a high value on participation and diverse representation in decision making and avoids decisions imposed by individuals. It seeks to cultivate an environment where people support one another, utilize their gifts creatively and productively, and embody the love and openness of Jesus Christ.

2.1.3 Work Community

As an employer, Blackhawk Presbytery strives to set an example of a work community built on faith which:

- recognizes the gifts of individuals
- encourages individuals and groups in their best work
- compensates fairly for work performed
- recognizes the synergy and justice of a diverse workforce
- supports individuals and families
- models stewardship through efficiency and careful use of resources

2.2 Blackhawk Presbytery Vision and Values

“Grounded in the biblical image for human community, as disciples of our Lord Jesus Christ, we challenge and support congregations to be thriving faith communities by facilitating competent leadership and resourcing to energize ministry and mission.

“As Christians, guided by “the principles of love, trust, open communication, and genuine relationships, we value each other as sisters and brothers in faith in all our varied theological understandings. Therefore, we relish respectful discussions of differing opinions as a necessary part of discerning the will of God.” (adopted November, 2017)

2.3 Source of Personnel Policies

Personnel policies are determined by the Presbytery Council, upon recommendation of the Personnel Committee. The Presbytery Council, upon recommendation of the Personnel Committee, is free to amend, delete, suspend, modify and change any part of these personnel policies at any time. Revised personnel policies will supersede and replace any existing personnel policies at the time of implementation. The Transformational General Presbyter will keep staff members informed regarding any modifications.

2.4 Principles and Values for the Personnel System

The presbytery applies the following principles and values in its personnel system:

- Christian social ethics
- Concern for employees as persons
- Non-discrimination
- Supportive management style
- Clearly defined rights, responsibilities, and accountability for employer and employees.

2.5 Employment Opportunity and Affirmative Action

2.5.1 Equal Employment Opportunity

It is the policy of the Presbyterian Church (USA) and this presbytery to engage in employment policies and practices that promote equality of opportunity in all aspects of employment. Blackhawk Presbytery is guided by the Book of Order, the policies of the General Assembly, the Churchwide Plan for Equal Opportunity and Affirmative Action, and applicable federal and state laws, regulations, and executive orders related to equal opportunity in employment.

All employment policies and practices including recruiting, selection, benefits, compensation, performance appraisal, promotion, transfers, discipline, training, and separation will be administered without discrimination based on race, color, national origin, gender, age, marital status, sexual orientation, creed, disability, or religious

affiliation (except where a category is determined to be a bona fide occupational qualification).

2.5.2 Affirmative Action Policy

It is the policy of Blackhawk Presbytery to act affirmatively to expand employment opportunities which contribute to a diverse workforce.

The presbytery will periodically analyze its employment practices to ensure compliance with equal employment opportunity and affirmative action policies.

2.6 Other Employment Principles

2.6.1 Employment at Will

When not contravened by state law, employment is at will and may be terminated at any time with or without notice by either the employee or the employer, except for discriminatory reasons.

2.6.2 Employment of Relatives

To affirm and facilitate equal opportunity for both staff members and employment candidates, relatives of current employees will be given the opportunity to apply for positions that are available.

To avoid any conflict of interest, relatives will not exercise undue influence in the hiring process. Employees will not be assigned to a position where a relative is able to influence the employee's salary, promotion, or other aspects of employment. Relatives shall not be placed in positions where they have access to sensitive information regarding a family member.

2.6.3 Employment of Minors

Individuals under age 18 may be hired in part-time positions, provided requirements of state and federal Child Labor laws are enforced.

2.6.4 Compliance with Immigration Law

Federal immigration laws require that every individual provide satisfactory evidence of identity and the legal authority to work in the United States. New employees are required to attest to their legal authority to work by completing an I-9 form provided by the federal government.

2.6.5 Reasonable Accommodation

Blackhawk Presbytery will make reasonable accommodation for the known physical or mental limitations of qualified individuals with disabilities unless to do so would impose an undue hardship on the presbytery.

2.6.6 Sexual Harassment

It is the policy of the presbytery to maintain a workplace free of any form of sexual harassment or sexual intimidation. Any form of sexual harassment is unacceptable behavior within the workplace and is subject to appropriate action. Allegations of sexual misconduct will be fully and fairly investigated and corrective or disciplinary action, which may include dismissal from employment, taken as warranted.

Sexual harassment includes, but is not limited to, unwelcome and unsolicited sexual advances, requests for sexual favors, discriminatory tormenting based on gender, and other undesired verbal, visual, or physical conduct of sexual nature. In particular, sexual harassment occurs if:

- Submission to any kind of sexual harassment is an explicit or implicit term or condition of employment;
- Submission to, or rejection of, sexually harassing behavior is used as the basis of employment or other personnel decisions affecting the recipient of the behavior;
- Sexual harassment has the purpose or the effect of unreasonably interfering with the recipient's work performance or creating an intimidating, hostile, or offensive work environment.

3.0 EMPLOYER RIGHTS AND RESPONSIBILITIES

3.1 Employer Rights

To define and implement a staff structure that supports the vision of the presbytery.

To establish and administer a personnel program that maintains and supports the staff structure.

To establish position descriptions and qualifications for each position in the structure.

To establish and administer processes for compensation, career development, benefits, working conditions, promotions, transfers, separations, discipline, and other aspects of employment.

To hire, train, supervise, and evaluate employees.

To expect employees to support the presbytery's vision, to produce high-quality work, and to work in a manner consonant with the presbytery's values.

3.2 Employer Responsibilities

To ensure that personnel policies and procedures and their administration are consonant with the rights of employees.

To provide all employees with a copy of the Blackhawk Presbytery Personnel Manual so that they understand their rights and responsibilities as employees.

To provide every employee with a copy of his/her job description so that there is a clear understanding of expectations and performance goals.

To maintain a clearly defined, fair and equitable compensation and benefits program.

To provide feedback to employees regarding performance and to conduct regularly scheduled performance reviews that compare performance to expectations and provide opportunity for constructive dialog.

To communicate openly with employees on matters that affect them.

To establish and administer a process that provides for the hearing and resolution of complaints and grievances.

To provide a work environment that is physically safe, non-discriminatory, free of sexual harassment, and respectful of each employee.

4.0 EMPLOYEE RIGHTS AND RESPONSIBILITIES

4.1 Employee Rights

To receive information about the presbytery's vision, values, structure, and programs and about their role within the structure.

To receive documentation about the presbytery's personnel policies and procedures so that they may understand their rights and responsibilities as employees.

To have a copy of the job description so that there is a clear understanding of expectations and performance goals.

To participate in a clearly defined, fair and equitable compensation and benefits program.

To receive feedback regarding performance and to participate in regularly scheduled performance reviews that compare performance to expectations and provide opportunity for constructive dialog.

To receive communication on matters that affect them in an open, timely manner.

To have clearly defined access to a process that provides for the hearing and resolution of complaints and grievances.

To have a work environment that is physically safe, non-discriminatory, free of any form of harassment, especially of a sexual nature, and respectful of each employee.

4.2 Employee Responsibilities

To support the vision, values, and programs of the presbytery.

To practice the values of the presbytery in their work.

To have a clear understanding of their role within the presbytery structure, their job description, and performance goals and expectations.

To give their best possible performance at all times, to honor agreed to commitments, and to work cooperatively with all staff and volunteers.

To accept feedback regarding performance and to participate in regularly scheduled performance reviews that compare performance to expectations and engage in constructive dialog.

To communicate with supervisors and with other staff on matters that affect them in an open, timely manner.

To contribute to a work environment that is physically safe, non-discriminatory, free of sexual harassment, and respectful of each employee.

5.0 EMPLOYMENT STATUS

Each position is assigned an employment category, a pay classification, and a position classification. Within the employment category, positions are further designated as full-time or part time. Information about the employment status of each position appears in the job description.

A regular work week at the presbytery is 40 hours per week

5.1 Employment Categories

- 5.1.1 Full-Time: Employees hired for an indefinite period who are expected to work 40 hours per week.
- 5.1.2 Part-Time: Employees hired for an indefinite period who are normally expected to work fewer than 40 hours per week.
- 5.1.3 Temporary: Employees hired for a pre-established brief period. Temporary employees may be full-time or part-time during their employment period
- 5.1.6 Independent Contractor: Individuals or companies who are retained for a specific task and/or time period who meet IRS qualifications for contractor status.

5.2 Pay Classifications

- 5.2.1 Exempt: Employees whose positions meet specific tests enacted by the Fair Labor Standards Act (FLSA) and state law who are exempt from federal and state overtime requirements.
- 5.2.2 Non-exempt: Employees whose positions do not meet specific tests enacted by FLSA and state law who are not exempt from federal and state overtime requirements. These employees are eligible for overtime pay.

5.3 Position Classifications

- 5.3.1 Called: Employees, either Ministers of the Word and Sacrament or Ruling Elders, who are called and elected to their positions by the Presbytery.

In accordance with federal and state statutes and denominational policy, ordained clergy are considered exempt employees for IRS purposes. They are considered self-employed for Social Security purposes and are not subject to Medicare withholding.

- 5.3.2 Non-Called: Employees who are hired directly by the Transformational General Presbyter, acting as Head of Staff, or his/her designee.

6.0 CALLED EMPLOYEES

Only the Presbytery Assembly, acting as a body, can call and elect persons to called positions. Current called positions are: Transformational General Presbyter and Stated Clerk.

6.1 Position Description

The Personnel Committee maintains a current position description for each called position. Position descriptions for called positions require approval of the presbytery as a body. Called positions are always exempt. They may be full-time or part-time positions.

6.2 Call Process

When a full time called position is created or vacant, the Personnel Committee presents a position description to the Presbytery Assembly or approval.

The Presbytery Assembly approves the position and position description.

The Nominating Committee proposes a Search Committee to the Presbytery Assembly

for election.

The Search Committee places notices of the position in appropriate print and electronic resources of the Presbyterian Church (USA), with a response deadline of at least one month.

The Search Committee evaluates responses, conducts interviews, and contacts references as appropriate for the position.

The Search Committee, working with the Personnel Committee, recommends to the Presbytery Assembly a candidate for the position, along with a recommended contract and terms of call.

The Presbytery Assembly votes on the recommendation of the Search Committee.

Part-time called positions may be elected from within the presbytery upon nomination from the Personnel Committee.

6.3 Terms of Service

The terms of service are defined in the contract and terms of call. For the Transformational General Presbyter, this is normally for an indefinite period and employment is in effect until either the employee or the employer initiates a termination process. For the Stated Clerk, the term of service is 3 years during which time employment is in effect until either the employee or the employer initiates a termination process.

6.4 Validation

For Ministers of the Word and Sacrament, called positions are validated ministries of Blackhawk Presbytery.

6.5 Creating New Called Positions

New called positions must be approved by the presbytery, upon recommendation by the Personnel Committee and concurrence by the Presbytery Council. The Personnel Committee presents a position description, proposed compensation package, and justification to the Presbytery Assembly for its approval.

7.0 NON-CALLED EMPLOYEES

The Transformational General Presbyter is the Head of Staff for the presbytery and has the authority and responsibility for hiring all non-called staff.

7.1 Position Description

The Personnel Committee maintains a current position description for each non-called position. Non-called positions may be exempt or non-exempt. They may be full-time, part-time, temporary, or independent contractor positions.

7.2 Hiring Process

The Transformational General Presbyter and the Personnel Committee reviews each position description and modifies it, if necessary, to fit current needs.

7.2.1 Full-time and Part Time Staff.

The Transformational General Presbyter or his/her designee places notices of the open position in venues appropriate to the position.

The Transformational General Presbyter or his/her designee evaluates responses, conducts interviews, and contacts references as appropriate for the position.

The Transformational General Presbyter or his/her designee extends an offer to the preferred candidate and notifies the Personnel Committee of the action.

7.2.2 Independent Contractors

The Transformational General Presbyter or his/her designee identifies the person or business that meets the defined need and negotiates the terms of the contract.

The Transformational General Presbyter and the individual or business sign a contract for services.

The Transformational General Presbyter notifies the Personnel Committee of the action.

7.3 Terms of Service

Full-time and part-time staff are employed for an indefinite period and employment is in effect until either the employee or the employer initiates a termination process.

Temporary staff are employed for defined periods of time and employment is in effect for the defined period, during which either the employee or the employer may initiate a termination process.

Independent contractors are employed for a defined period of time with the option to terminate the contract with a defined notice period.

7.4 Probationary Period

The first three (3) months of employment of non-called personnel are considered a probationary period giving the employee and the supervisor an opportunity to evaluate interest and qualifications for the position under actual working conditions. Before the close of the probationary period, a review of performance will be held with the employee. If mutually satisfactory, regular employment will begin with the next pay period.

7.5 Continuity of Service

An employee's date of hire, or anniversary date, for the purposes of establishing benefits, is the date on which the employee's most recent period of employment began. Continuity of service is broken by any of the following circumstances: resignation, termination, retirement, failure to be rehired within 12 months of a layoff, failure to return upon expiration of an approved leave of absence, or failure to report for work following three (3) days of unexcused absence.

7.6 Creating New Non-Called Positions

New non-called positions require the approval of the Personnel Committee with the concurrence of the Presbytery Council. The Transformational General Presbyter or his/her designee prepares a proposed position description, salary range, and justification and presents it to the Personnel Committee for approval.

8.0 SALARY ADMINISTRATION

8.1 Philosophy and Principles

The presbytery is committed to salary administration that provides: fair pay for the work performed; incentive for personal achievement and growth; and flexibility to meet

changes in organization, functions, positions, and personnel over a period of time. Salary levels are maintained in response to changes in economic indices, and in keeping with the Church's philosophy and objectives.

8.2 Starting Salaries or Hourly Rates for Non-Called Employees

The Personnel Committee establishes and periodically reviews minimum salaries or hourly rates for each position.

8.3 Salary Adjustments – Non-Called Staff

The Personnel Committee recommends, and the Presbytery Council approves an overall percentage increase in the personnel budget for the upcoming fiscal year. Depending on funds available, a portion of the percentage may be allocated to across-the-board cost of living increase and another portion for merit increases.

The Transformational General Presbyter determines appropriate merit increase for employees following the performance review process.

Decisions on changes in salary are based on performance, relative equity within the presbytery staffing pattern, appropriate career progression, and availability of funds.

8.4 Salary Adjustments - Called Staff

8.4.1 Changes in Terms of Call

The Personnel Committee recommends, and the Presbytery Council approves appropriate changes in terms of call for called staff, following the performance review process. Changes in terms of the call of a called staff member must be reported to, and approved by, Presbytery Assembly.

8.4.2 Housing Allowance

The Internal Revenue Code provides that a minister can exclude from gross income for income tax purposes housing expenses as part of his/her compensation to the extent that he/she used it for providing a home. To satisfy the requirement of the Internal Revenue Service relative to the Housing Allowance for ordained staff, the Personnel Committee will approve annually a specific dollar amount as a designated housing allowance and requested by the ordained staff member.

8.5 Compensation for Overtime

8.5.1 Non-exempt Employees

In accordance with the Fair Labor Standards Act, persons employed in non-exempt positions shall be paid overtime wages for hours worked in excess of 40 hours in one workweek. Overtime pay is at the rate of one-and-one-half times the regular hourly rate. All overtime work must be approved by a supervisor in advance. Averaging total work hours across a pay period is not permitted by law. Compensatory time off for hours worked in excess of 40 hours a week is not permitted by law.

8.5.2 Exempt Employees

Persons employed in exempt positions are not paid overtime wages for hours worked in excess of the normal 40-hour work week. Exempt staff members are expected to manage their schedule to provide them with a minimum of one day off each week, but normally two.

8.6 Pay Cycle

The presbytery's payroll cycle is bi-weekly. Paydays are every two weeks, 26 times per

calendar year

8.7 Time Records

The presbytery keeps accurate records of the time worked by non-exempt employees by using timesheets. Timesheets should always reflect the actual hours worked.

Timesheets must be submitted to the Transformational General Presbyter for approval by the last day of each pay period.

8.8 Expense Reimbursement

The Transformational General Presbyter, working with the Treasurer, has established and administers a process wherein authorized expenses incurred by employees in the performance of their work are reimbursed utilizing a voucher system.

9.0 MEDICAL AND RETIREMENT BENEFITS

The Presbytery of Blackhawk submits an employer agreement to the Board of Pensions each calendar year. This agreement defines classes of benefits and who receive them.

9.1 Health Insurance

For qualified employees, medical, death and disability, and temporary disability benefits are provided by enrollment in the Presbyterian Church (USA) Board of Pensions benefits plans.

All employees who work 20 hours per week or more are entitled to medical benefits.

For those subject to a 90-day probationary period, health benefits begin at the end of the probationary period.

Employees who receive medical benefits will also be allotted 6% of their effective salaries available for the Presbytery's Medical Reimbursement Arrangement plan. Expenses are reimbursed on receipt of vouchers with documentation.

Employees enrolled in Pastor's Participation will automatically receive coverage for a spouse. Other employees may purchase health coverage for their family at their own expense. Payroll deductions will be made for the premiums.

9.1.1 Ministers of the Word and Sacrament

Ministers in installed positions shall be enrolled in the Board of Pensions "Pastor's Participation" plan effective with the person's employment.

Ministers of the Word and Sacrament not in installed positions may be enrolled in the "Pastor's Participation" plan or another plan as negotiated at the time of employment.

9.1.2 Lay Employees

Ruling Elders in executive positions may be enrolled in a Board of Pensions plan as negotiated at the time of hiring.

Following a probationary period of at least 90 days, unless waived by the Transformational General Presbyter or Personnel Committee, the employee will be offered enrollment in the Board of Pensions medical benefits

If elected as a benefit, the presbytery shall pay 100% of the medical dues for the employee.

9.2 Dental and Vision Coverage

Employees who are enrolled in the Board of Pensions Benefits Plan may elect to participate in an optional dental insurance or vision coverage through the Board of Pensions for themselves and for other family members. This coverage is optional and fully paid by the employee. Payroll deductions will be made for the premiums.

9.3 Pension

Employees enrolled in the Pastor's Participation plan of the Board of Pensions have pension benefits paid for by the presbytery covered immediately. Lay employees are enrolled in the pension plan after 3 years of continuous employment.

9.4 Social Security

All employees except called Ministers of the Word and Sacrament and independent contractors are covered by the Federal Old Age and Survivors Benefits Act (Social Security). Employees' share of the tax is withheld from wages. Called ordained staff and independent contractors are considered self-employed and Social Security is neither withheld nor paid for them.

9.5 Workers' Compensation Insurance

All employees, except independent contractors, are covered by worker's compensation insurance, provided by, and in accordance with, the law of the state of Illinois, to provide benefits in case of an on-the-job accident.

9.6 Employee Assistance Program

The presbytery undertakes to provide assistance to staff members suffering from physical, mental, and/or emotional illness, marital or family distress, alcoholism or drug dependency, financial, legal, or other stressful problems.

All employees are eligible to participate in the Employee Assistance Plan of the Board of Pensions, subject to the parameters of the plan.

The presbytery may offer additional referral services for treatment of the above conditions in consultation with the Transformational General Presbyter and/or Personnel Committee.

9.7 403(b) Retirement Savings Plan

All full-time and eligible part-time employees may elect to defer a portion of their earnings on a pre-tax basis to an optional 403B Retirement Savings Plan through the Board of Pensions. Contribution limits apply based on current law. The presbytery does not match 403b contributions.

10.0 LEAVE AND TIME AWAY

10.1 Vacation

All regular employees who are scheduled to work at least 20 hours per week receive a paid vacation benefit.

Vacation begins to accrue at the end of the probationary period. Vacation time accrues during one calendar year and is available to the employee beginning January 1 of the next calendar year.

10.1.1 Vacation Allocation

Called employees: as defined by their contracts and terms of call.

Non-called employees: Vacation available on January 1 of any given year, will be determined by dividing the number of hours worked in the previous year by 52; this determines the number of hours available for each week of vacation. Number of weeks of vacation will be determined by the following:

1-4 years	2 weeks
5-9 years	3 weeks
10-19 years	4 weeks
20+ years	5 weeks

New employees (full time and part time): Vacation accrual begins at the close of the probationary period.

10.1.2 Use of Paid Vacation

Vacation time may be used in hourly or daily increments.

Requests for vacation must take into account the staffing needs of the presbytery.

Requests to use vacation time must be presented in writing and approved by designated supervisors and the Transformational General Presbyter.

Employees may carry over up to two weeks of vacation from one calendar year to the next. All carried over vacation must be used in the year in which vacation is carried over.

Accrued vacation is paid to employees at the time of termination, regardless of the reason for termination.

10.2 Holidays

The Presbytery of Blackhawk office is closed in observance of the following holidays:

- New Year's Day *
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Friday following Thanksgiving
- Christmas Eve & Christmas Day *

If the asterisked (*) holidays fall on a Saturday or Sunday, the Transformational General Presbyter will determine which weekday (s) the office will close in observance of the holiday.

Full time regular employees are paid for a full day (8 hours) for the holidays listed above. Part-time regular employees who normally work 20 hours per week or more are paid for 4 hours.

Hourly employees who are required to work on a specific holiday will be paid 1.5 times their hourly wage.

10.3 Sick Leave

All employees who are regularly scheduled to work at least 20 hours per week earn a paid sick leave benefit. Sick leave accrual and usage is managed on a month-to-month basis.

10.3.1 Sick Leave Accrual

Called Employees: as defined in contracts and terms of call.

Non-called Employees:

Full-Time: Sick leave benefit accrues at a rate of 4 hours per pay period, up to a maximum of 960 hours (120 working days).

Part-time: For qualified part-time employees, the sick leave benefit accrues pro-rated to the number of hours actually worked each pay period. Maximum total accrual cannot exceed 960 hours (120 working days).

New employees: Sick leave benefit begins to accrue at the close of the probationary period. New employees may begin to use sick leave as they accrue it.

10.3.2 Use of Sick Leave

Sick leave may be used in hourly or daily increments.

Employees may use sick leave for themselves or to care for a family member (ordinarily children, parents, spouses, grandparents, grandchildren, in-laws, siblings, legal guardians) who is ill.

Accrued sick leave is not paid to any employee at the close of employment, regardless of the reason for termination.

10.4 Leaves of Absence

Leave of absence with pay is available to regular full-time employees, with the approval of the Transformational General Presbyter, under the following circumstances:

Jury duty: Up to 10 working days for jury duty.

Voting: Sufficient time during election day for voting.

Bereavement: Up to 3 working days annually for a death in the immediate family (ordinarily children, parents, spouses, siblings, grandparents, grandchildren, in-laws, legal guardians)

10.5 Disability Insurance

Long-term disability benefits are available to employees enrolled in the Presbyterian Church (USA) Board of Pensions plan. Eligibility for long-term disability benefits begins after 90 days of off- the- job disability. See the Plan for details.

10.6 Disability Leave

Employees who are covered under a medical plan and who normally work 20 hours per week or more are entitled to-the following disability benefits:

If an employee has exhausted accumulated sick leave but still requires time off for medical reasons, the employee is eligible for disability leave. This leave will continue the employee's pay at 60% of regular pay until the employee is able to return to work or until

the total time off for the disability (including full pay time) equals 90 days, whichever is less.

This 90-day limit is for each unrelated illness or injury. A new benefit period will begin if the employee has returned to work for 45 days or more even though it may relate to the initial disability. If the return-to-work period is less than 45 days and the disability is related to the initial illness or injury, the disability is considered continuous unless all 90 days were previously exhausted.

Medical certification is required when an employee begins short-term disability and when the employee is ready to return to work.

During disability leave service credit and benefits coverage continue with the cost of benefits paid by the presbytery. Vacation and sick leave hours do not accrue. Any salary increase the employee would have received during the leave will be effective upon the employee's return to work.

The decision to grant disability leave is made by the Transformational General Presbyter, based upon the recommendation of a physician. In the case of the Transformational General Presbyter or other called staff, approval by the Personnel Committee is required.

10.7 Family Leave

Regular employees who have been employed by the presbytery for at least 12 months and who have performed at least 1250 hours of work during the 12 months immediately preceding family leave may apply for family leave.

10.7.1 Eligible events and health conditions include:

Birth of a son or daughter and care of a newborn, adoption, or foster care placement.

Leave to care for the serious health condition of:

- Son or daughter (including biological, adopted, foster, step, legal ward, and disabled adult children)
- Spouse
- Parent (or someone who has acted in the role of parent)
- Employee him/herself if the employee is unable to perform the functions of his/her position

10.7.2 Length of leave:

Leave may be up to 12 work weeks of leave per 12 month period calculated from the anniversary of the date of employment.

Employees using family leave are required to use accrued vacation and sick leave as part of the leave. When accrued leave is exhausted, the Transformational General Presbyter, with the approval of the Personnel Committee, will determine whether the remainder of the leave period is paid or unpaid. Employees must take family leave in one unbroken time period, unless intermittent leave is agreed to by both the employer and the employee.

For those enrolled in the Presbyterian Church (USA) Board of Pensions Plan, pension and health insurance benefits continue during family leave. Vacation and sick leave hours do not accrue.

Prior to return to work, the employee will meet with the Transformational General Presbyter and appropriate supervisor to determine readiness to return.

10.8 Professional Development

10.8.1 Study Leave for Called Employees

Called staff are eligible to apply for two weeks annual study leave with full salary. The purpose of the study leave is to improve the skills and potential usefulness of the staff member for the church. All study leave is to be approved by the Transformational General Presbyter. Study leave for the Transformational General Presbyter should be approved by the Personnel Committee.

Annual study leave and allowance may be cumulative from year to year for up to three years. The total accumulation will be no more than six weeks. Study leave allowance in lieu of leave will not be provided. Study leave expenses must be vouchered to receive reimbursement.

A study leave will not be granted as part of the severance conditions when a called staff member leaves the presbytery.

10.8.2 Extended Study Leave for Called Employees

To enable called employees with specific needs or opportunities to give extended study to subject areas which will contribute to the work of the presbytery as well as their own technical or professional development, an extended study leave, with pay, may be granted by the Personnel Committee. .

Normally, the following circumstances apply:

- The employee must have completed seven years continuous service with the presbytery.
- At least five years have lapsed from the time of any previous extended study leave and at least one year from any previous two week study leave.
- The maximum length of extended study leave will be four (4) months. This may be taken in conjunction with earned vacation within a particular year.
- Extended study leave is in lieu of the annual two week study leave.
- The ongoing work of the particular position and the total presbytery's function will be primary factors in granting extended study leave.

Following an extended study leave, it is expected that a staff member will continue in the employ of the presbytery for at least three months for each month of leave. If the staff person terminates employment with the presbytery without fulfilling this expectation, she/he will reimburse the presbytery for the salary received during the leave according to the percentage of this expectation which is unfilled.

10.8.3 Study Leave/Professional Development for Non-Called Employees

Upon recommendation of the Transformational General Presbyter and approval of the Personnel Committee, the presbytery will pay for tuition and/or expenses for continuing education or professional development for non-called, non-temporary staff, if the budget permits.

Staff who are requested to attend classes or conferences as part of their employment are paid for their time and expenses for travel, tuition, and expenses.

10.9 Other Leave

Military: Unpaid leave is granted to regular employees who have been employees three months or more for absences due to military service, including active duty, training for active or inactive duty, and funeral honors duty.

Study toward fulfillment of a degree or the completion of a study project: With the approval of the Transformational General Presbyter and the Personnel Committee, regular employees may be granted unpaid leave for a specific period of time to complete a degree requirement or a study project.

In extraordinary circumstances, other leaves of absence without pay may be granted upon approval of both the Transformational General Presbyter and the Personnel Committee.

Approval of a leave of absence is based upon the reason an employee is requesting a leave of absence, the amount of time requested, the employee's performance, and the need to retain the employee on the job.

Pension dues will not be paid by the employer for any leave of absence without pay which exceeds four weeks. The employee may choose to make these payments in accordance with the terms of the applicable plans.

Returning employees will discuss with the Transformational General Presbyter how best to schedule re-entry at the close of the leave period.

11.0 OTHER BENEFITS

11.1 Moving Expenses

This benefit is available only to called employees who are required to move their place of residence to carry out the duties of their position. The presbytery will pay for the pre-approved cost (packing, crating) of moving, temporary storage and insuring the employee's goods and personal effects not more than reasonable and actual amount.

Transportation expenses for the employee and family will be paid to the new location by air (coach fare), rail, or automobile, or some reasonable combination thereof. In event that travel is by automobile, reimbursement shall be made at the rate currently being paid by the presbytery for work related travel and shall cover one automobile with mileage computed by the most direct route.

House hunting expenses including travel, lodging and meals will be paid for the employee and spouse for one round trip covering a period not to exceed three (3) days. In unusual circumstances additional time and house hunting funds may be made available upon recommendation by the Transformational General Presbyter and authorization by the Personnel Committee.

Until the employee is established in his/her new residence, actual and reasonable living expenses of the employee at the new location will be paid by voucher, but not to exceed in the aggregate a sum equal to 10% of the first year's annual salary.

12.0 CONFLICT OF INTEREST

No staff member shall accept any gift, gratuity, grant service, or any special favor from any person or persons or business that provide or receive goods and service to or from

the presbytery. Minor courtesies such as luncheons, dinners, or similar arrangements in connections with business may be received.

All staff members shall avoid even the appearance of conflict of interest, special interest, or any other inappropriate conduct. If a staff member discovers that they may be in a position of violating these policies, they shall report any potential conflict to the Transformational General Presbyter.

12.1 Personal Interest

No staff member shall participate in a decision in which the interests of the presbytery conflict with their personal interests, including but not limited to selection, employment, review, or compensation of another employee.

No staff member will serve as a voting member of a committee or commission of the presbytery. Minister members of the presbytery who are employees of the presbytery may vote at Presbytery Assembly meetings.

12.2 Outside Employment

Called staff may be permitted to perform consulting or resourcing services to other entities with the permission of the Transformational General Presbyter, or in the case of the Transformational General Presbyter, with the permission of the Personnel Committee.

Staff members who hold other paid positions shall ensure that such outside employment will not interfere with the performance of their duties or produce a conflict of interest in the pursuit of those duties.

12.3 Honoraria

In general, honoraria received for services that are considered part of a person's position are turned over to the presbytery. The Transformational General Presbyter will determine the best allocation for the funds. Preaching as a service to the Church is not considered part of the position description.

13.0 PERFORMANCE ASSESSMENT

Performance assessment and professional development is the joint responsibility of supervisors and employees. While formal assessments and goal setting are scheduled periodically, it is expected that supervisors and employees will be in regular communication about performance expectations and achievements and about professional development goals and activities.

The position description and agreed to performance goals for a defined period are the basis for formal performance assessments.

13.1 Employees

13.1.1 Assessment Schedule

The initial performance assessment occurs near the close of the 3-month probationary period.

Performance assessments occur annually in a time frame that allows salary recommendations to be considered during the budget process.

13.1.2 Assessment Process

Called Staff: The Personnel Committee conducts the assessment and may seek input from members of the presbytery as it chooses.

Non-called Staff: Designated supervisors conduct assessments with employees reporting to them.

Process: Supervisors and employees together prepare appropriate written assessment documents, sign them, and submit them to the Transformational General Presbyter for approval. The Transformational General Presbyter conducts assessments with staff he/she directly supervises.

The Transformational General Presbyter shares copies of the assessments with the Personnel Committee. The Personnel Committee may elect to speak with either supervisors or employees if it so chooses.

13.1.3 Job Description Review and Goal Setting Process

Following completion of the assessment process, supervisors (or the case of called employees, the Personnel Committee) conduct with each employee a review of the job description and establish performance and professional development goals that will form the basis for the next year's assessment.

13.2 Temporary Employees and Independent Contractors

The supervisor conducts an exit interview at the close of temporary employment or completion of contracted services and prepares a written summary of the discussion for the personnel file.

14.0 TERMINATION OF EMPLOYMENT

14.1 Resignation (Voluntary Separation)

Resignation may take place after one month written notice for called and/or exempt employees, and two weeks for non-called, non-exempt employees. Employees will be paid the cash equivalent for their unused earned vacation at the date of separation. No severance allowance will be provided. The Transformational General Presbyter may waive the period of written notice at his/her discretion. The Personnel Committee may waive the period of written notice for called employees.

14.2 Retirement

The Presbyterian Church (USA) Benefits Plan provides retirement benefits for those enrolled (see the provisions of the plan for further information.) An employee may take early retirement but with discounted benefits (see plan). Employees who wish to plan for a gradual transition to retirement are encouraged to explore with the Transformational General Presbyter and the Personnel Committee possibilities for alternative responsibilities, part time responsibilities, special project assignments, or other arrangements which would be beneficial to the presbytery and the employee.

14.3 Death in Service

The Presbyterian Church (USA) Benefits Plan provides for death benefits for those enrolled. Refer to the Plan for details.

14.4 Reduction in Force

Called employees will be given two (2) months' notice of a reduction in force. Notice to non-called employees will be handled on a case-by-case basis. Under some circumstances, termination will take place on the same day that notice is given.

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If, during the notice period, the employee secures employment elsewhere, the obligations of the presbytery for the remainder of the notice period are forfeited. If, during the notice period, the employee secures employment elsewhere, the obligations of the presbytery for the severance allowance continue in force.

A severance allowance will be given in relation to the length of continuous service with the Presbytery of Blackhawk as follows:

Ministers of the Word and Sacrament: Refer to the Committee on Ministry Manual

Other regular staff:

<u>SERVICE</u>	<u>SEVERANCE ALLOWANCE</u>
Up to 1 year	None
1 yr up to 2	2 weeks
2 yrs up to 3	4 weeks
3 yrs up to 4	5 weeks
4 yrs up to 5	6 weeks
5 yrs up to 6	7 weeks
6 yrs up to 7	8 weeks
7 yrs up to 8	9 weeks
8 yrs up to 9	10 weeks
9 yrs up to 10	11 weeks
10 yrs up to 15	12 weeks
15 yrs up to 20	13 weeks
20 yrs up to 25	14 weeks
25 yrs up to above	15 weeks

Timing of payment of severance allowance is at the discretion of the Employer but will not exceed the number of weeks of severance pay. Continuation of pension and other benefit payments will be negotiated but will not exceed the number of weeks of severance pay. Vacation entitlement will cease to accrue on the last day of employment, as defined in the letter of termination.

14.5 Dismissal for Cause

Causes for dismissal may include, but are not limited to, persistent uncorrected unsatisfactory performance; insubordination; intentional abuse or gross misuse of funds or property, and moral turpitude.

Notice must be given or pay in lieu of notice of one month for all employees dismissed for cause. Employees who are dismissed for cause will receive the cash equivalent of their unused earned vacation and time worked. No severance allowance will be paid.

For called staff, dismissal for cause takes place by vote of the presbytery upon recommendation from the Personnel Committee.

For non-called staff, dismissal for cause takes place by written notice from the Transformational General Presbyter with notification given to the Moderator of the Personnel Committee.

14.6 Illinois Unemployment Insurance Coverage

Blackhawk Presbytery does not pay into the Illinois Department of Employment Security so employees are not entitled to unemployment claims or payments in the event of termination of employment.

15.0 CORRECTIVE ACTION

It is the policy of Blackhawk Presbytery to maintain standards of employee performance, attendance, and conduct which will allow the presbytery to fulfill its missions. The goal of corrective action is to assist an employee to achieve an acceptable level of performance, attendance, or conduct.

The determination of appropriate corrective action is within the discretion of the Transformational General Presbyter. He/she may select which elements to apply and in what order. When determined necessary by the Transformational General Presbyter, dismissal may occur at any stage. To ensure consistent and fair treatment of all employees and to protect the presbytery and the Transformational General Presbyter from liability, the Transformational General Presbyter should consult with the Personnel Committee to determine the history of corrective action or specific actions or performance problems and to assist in determining the appropriate action for individual circumstances.

12.3 Corrective Action Process:

The employee should be informed of the unacceptable performance or conduct and advised of the consequences of continued unacceptable actions or performance.

If appropriate, an action plan should be developed with the employee to resolve the problem.

The supervisor should prepare a report in writing of any corrective action. This report will be retained in the employee's file.

The employee may respond in writing and have the response placed in the employee's personnel file.

12.4 Corrective actions.

Corrective actions may include verbal warnings, disciplinary probation, or suspensions

A verbal warning is a confidential discussion with the employee to address a performance, attendance, or conduct issue. The supervisor should keep a written record of the dates and topics of verbal warnings.

A written warning is the result of a confidential counseling session with the employee to address a significant performance, attendance, or conduct issue. A written warning documents the unacceptable action or performance through a memorandum which indicates the nature of the problem, the date it was discussed, the action plan developed to address the problem, the date on which the progress toward correction of the problem will be addressed, and the consequences of continued unacceptable actions or performance. The employee will be asked to acknowledge receipt of the document by signature.

Disciplinary probation is a 30-90 day period to be used for otherwise competent employees who for one reason or another are having difficulty in a particular performance area. The basis for this measure is to set forth a written action plan, consistently applied, that will rehabilitate the violator or modify the behavior so as to salvage employment. The action plan should be written in consultation with the Personnel Committee and filed in the employee's personnel file.

Management/supervisory counseling should be performed continuously throughout this period to provide feedback on progress to the employee. During this period, the employee is ineligible for a pay increase. A second disciplinary action for the same offense(s) will result in immediate termination.

Suspension is a set period of time off work, with or without pay, not to exceed two weeks, for the purpose of either correcting performance or conduct problems, or investigating allegations of improper conduct. Suspension is documented with a memorandum that indicates the nature of the problem, the date it was discussed, the dates of suspension, the pay status, the action plan developed to address the problem, dates on which actions related to correction of the problem will occur, and consequences of either failure to correct the problem or confirmation or allegations. The employee will be asked to acknowledge receipt of the document by signature.

Failure by the employee to respond to any plan for corrective action may result in further actions up to and including dismissal.

16.0 EMPLOYEE COMPLAINTS

Employees are strongly encouraged to take the initiative to resolve disputed workplace issues at the lowest level of administrative oversight possible, preferably between the disputants. In the event that resolution is not successful, the following complaint or grievance process is available to employees. This includes the following complaints:

- A complaint of discrimination based on race, color, national origin, gender, age, marital status, sexual orientation, creed, disability or religious affiliation.
- A general complaint of unfairness, inappropriate application of policy, or similar work-related problem.
- A complaint of sexual misconduct or harassment.
- Certain subjects or issues are not eligible for consideration by means of the employee complaint process. Those matters include, but are not limited to, acts or policies implemented by management to comply with laws and governmental regulations.
- Management and/or insurance carrier decisions regarding Worker's Compensation and benefit claims such as short-term and long-term disability claims.
- Any matter subject to specific administrative review set out in any employee benefit plan.

16.1 Complaint Process

Misunderstandings and disagreements in the workplace should be resolved on an informal basis through discussion with designated supervisors. The formal procedure is in place to resolve the problems that cannot be or have not been resolved on an informal basis.

16.1.1 Meeting with Immediate Supervisor

The employee should alert his/her designated supervisor of the problem. The supervisor will hold a meeting with the employee within three (3) working days to discuss the problem. A definite written response will be given to the employee as soon as practicable within five working days following the meeting. If the designated supervisor is not the Transformational General Presbyter, the supervisor will consult with the Transformational General Presbyter before providing the written response. If the

employee is not satisfied with the supervisor's response, then the employee may proceed to file a complaint.

16.1.2 Complaint to Transformational General Presbyter

The employee must file a written complaint with the Transformational General Presbyter within five working days of receipt of the written response. The Transformational General Presbyter will hold a meeting with the employee within three working days to hear the complaint. The Transformational General Presbyter will provide the employee, and if appropriate, the employee's supervisor, with a written response as soon as practicable within seven working days following the meeting. This response will state the problem, the conclusion, and the rationale. The Transformational General Presbyter's decision is final. The employee may request that the complaint be reviewed by the Personnel Committee; that review is at the discretion of the Transformational General Presbyter.

Employees who seek resolution of work-related problems through the grievance process are assured of freedom from reprisal.

16.2 Complaints Related to Sexual Misconduct/Sexual Harassment

Employees who wish to make a complaint of sexual misconduct/sexual harassment may choose to use the complaint process above or may report their complaint directly to the Personnel Committee. The Employer will take no adverse action against any employee who in good faith, lodges an allegation of sexual misconduct/sexual harassment and will protect such employee from reprisal from other employees.

16.2.1 Complaints Against Clergy

Complaints against clergy must be presented in writing to the Stated Clerk of the presbytery and will be handled according to the Rules of Discipline in the *Book of Order*. In the case where a complaint arises against the Transformational General Presbyter or the Stated Clerk, and the Transformational General Presbyter and Stated Clerk are the same person, the complaint should be made to the Moderator of the Personnel Committee.

16.2.2 Complaints Against Non-Clergy

Complaints against non-clergy must be presented in writing to the Moderator of the Personnel Committee. The process for the complain is:

The Personnel Committee or its designee will appoint a five (5) person Response Coordination Team, comprising one representative from the Personnel Committee, a trained counselor who is not an employee of the Church, and three (3) other persons. At least two (2) members of the Response Coordination Team will be the same gender as the accuser.

The Response Coordination Team will meet to begin inquiry into the allegation within five (5) working days of receiving the complaint. The Response Coordination Team will interview the accuser and the accused. A written administrative record will be kept. The Response Coordination Team may recommend paid administrative leave for the accuser and/or the accused.

A written report will be provided to the Personnel Committee within fifteen (15) working days of receiving the complaint. The report sets out the Response Coordination Team's conclusions and suggestions for further action.

The Personnel Committee will provide the report to the Transformational General Presbyter, the accuser, and the accused.

Both accused and accuser have the right to respond to the Response Coordination Team's findings to the Personnel Committee. The Personnel Committee will perform the following functions:

Determine if the Response Coordination Team's report gives rise to a reasonable suspicion of sexual misconduct by the accused;

Gather additional information, if necessary;

Make a decision, including disciplinary action where appropriate;

Inform the accuser and the accused of the outcome; and

Prepare a written report to be included in the accused personnel file. In the case of a proven false accusation, a written report will be included in the accuser's personnel file. The accuser or the accused will be allowed to attach any written statements to said documents in their personnel files.

If the Personnel Committee approves counseling for either the accuser or the accused, the presbytery, to the extent necessary, will bear the expense.

Any investigation, administrative records, reports or findings that are related to the allegations will remain confidential. Breach of confidentiality could be cause for disciplinary action, up to and including termination.

16.3 Written Records

Information concerning any employee complaint is to be held in strict confidence by all parties. Supervisors and other persons who investigate a complaint are to discuss it only with those individuals who have a need to know or who are needed to supply information in the course of the investigation.

A written record of all decisions arrived at in all complaint procedure meetings, will be kept with the confidential minutes and in the employee's confidential personnel file.

A record may be inspected by the involved employee upon the employee's request. However, the record may not be copied or removed by the employee. Any file record containing the confidential minutes is not to be used in any employment decision unless the employee is notified of such use.

17.0 PERSONNEL RECORDS AND PRIVACY

Each employee's personnel file will include employment history records such as I-9 forms, W-2 and W-4 tax forms, job applications, commendations, performance reviews, educational attainment and certifications, corrective action warnings and results, emergency contact information, and change of status records. Personnel files are secured in a locked file cabinet and information is kept confidential in accordance with the privacy guidelines established by the General Assembly of the Presbyterian Church (USA).

An employee may review his or her personnel file upon request to the Transformational General Presbyter. Examination must be done in the presence of the Transformational General Presbyter or his/her designee. No documents may be removed, but documents containing the employee's signature may be copied.

No information about an employee's employment status will be released without the permission of the employee. If employment verification is required for actions such as loan applications, housing rental, reference for a potential new employer, etc.), the Transformational General Presbyter must be notified by the employee so that information can be released. Information released is limited to verifying job title, dates of employment, and latest salary.

18.0 AMERICANS WITH DISABILITIES

The presbytery complies with the standards of the Americans with Disabilities Act (ADA). The ADA requires employers to reasonably accommodate qualified individuals with disabilities. Disability, under the ADA, refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such impairment, has a record of such impairment, or is regarded as having such impairment may be a disabled individual. Disabled individuals will be evaluated to see if they can fulfill the essential functions of the job. The presbytery will do its best to provide reasonable accommodations for a disabled individual.

19.0 CELL PHONE, COMPUTER, EMAIL, SOCIAL MEDIA

19.1 Responsible Use of Technology

Presbytery computing and telephone assets are intended for the business purposes of fulfilling the mission of the presbytery. Every user is responsible for using technology assets in an effective, ethical, and lawful manner.

With the rise of new media and communications, the way employees communicate with colleagues, members, volunteers, and others continues to evolve. All employees are expected to follow this policy when using the presbytery equipment and/or when discussing business-related matters on any online electronic media, including social media or with personal cell phones, computers, or any other electronic device. The presbytery discourages the use of personal cell phones and laptops for work purposes. If personal devices are used for work, their use and any work information stored must follow the guidelines of this policy.

19.2 Presbytery Cell Phones

The presbytery will provide a cell phone to employees who must communicate directly with presbytery members, congregations, and partners. The cell phone equipment and the cellphone number are paid for and remain the property of the presbytery. Employees must secure the presbytery cell phone from possible theft and keeping it in good condition. All phone calls, texts, social media, and e-mail use through the cellphone must be for business purposes and follow the use guidelines of this policy.

19.3 Presbytery Computers

The Presbytery of Blackhawk will provide each employee with a desktop or laptop computer and software needed to do their work. The hardware and software belong to the presbytery and must be used for work purposes. The computer should be kept up to date and always secure using passwords.

Staff members given access to the Presbytery of Blackhawk network will be assigned a

User ID and password. Each staff member is solely responsible for all actions taken using their User ID. Unauthorized sharing of a password or User ID is prohibited. Password requirements and required changing of passwords will be managed by the network administrator. The organization provides access to the internet for business-related purposes only. Every employee is responsible for using this tool appropriately. A file of current passwords will be stored with the Transformational General Presbyter and provided to the moderator of the Personnel Committee at least annually.

19.4 General Prohibited Activities

The Presbytery of Blackhawk reserves the right to monitor each employee's use of the presbytery computer network, including the employee's activities on internet, email and other systems. All documents generated or communicated through the network are the property of the presbytery. No employee should have any expectation of privacy respect to any communications which are sent or received over the network.

The following actions are strictly prohibited:

- Violation of local, state, federal or international law. Any attempts to break these laws through the use of the network may result in litigation against the offender by the proper authorities. The Presbytery of Blackhawk will fully comply with the authorities to provide any information necessary for the litigation process.
- Accessing, sending, posting or contributing to any material that a reasonable person would consider obscene, pornographic, harassing, threatening or prejudicial in nature, including but not limited to ethnic or racial slurs and personal insults.
- Publishing any statements that are false or misleading. Staff members should make every attempt to keep content factual, professional and containing business-related material.
- Copying, sending, or posting any copyrighted or trademarked material without the express written permission of the owner or the proper license. Posting of someone else's work or photograph without permission is not allowed. Staff members shall not take any unauthorized, deliberate actions which damage or disrupt a computing system, alter its normal performance, or cause it to malfunction.
- Transmission or forwarding of any software or computer programs which would violate the terms of a license agreement between the presbytery and any third party.
- Use of the network for illegal activity, including pirating or illegally downloading software or data.

19.5 Use of Email

The presbytery reserves the right to monitor all messages and attachments sent and received via the presbytery's email systems. Each employee is solely responsible for their email conduct and the content of all messages they originate and/or forward. All messages, and any attachments to them, shall be related to business. The following types of actions are prohibited:

- Sending confidential information to any unauthorized person, whether they are inside or outside of the Presbytery of Blackhawk.
- Forgery (or attempted forgery) of electronic messages.
- Reading, deleting, copying, or modifying the electronic messages of other people, or attempting to do any of these actions.
- Sending or forwarding any messages that a reasonable person could consider obscene, pornographic, harassing, threatening and/or prejudicial.

- Sending or forwarding unsolicited junk messages, “for profit” messages, or chain letters.

19.6 Use of Social Media

Social media refers to participatory online media where news, photos, and podcasts are made public via social media websites through submission. When the Presbytery of Blackhawk wishes to communicate publicly as an organization using social media, only those officially designated by the presbytery have the authorization to speak on behalf of the organization. When using social media for personal or for business reasons, all employees must be aware of the impact of such use on the presbytery’s business operations, members, and employees.

The presbytery reserves the right to monitor all content posted or published by employees on social media applications for business-related matters. Each employee is solely responsible for the content that they contribute/post when participating with social media.

- If staff members post or blog on a business-related matter that requires them to mention, refer to, or discuss presbytery-related matters, they must identify themselves using their real name and, when relevant, job title. Staff members must not use pseudonyms or false screen names.
- When posting or blogging on a business-related matter, staff members should write in the first person and make it clear that they are speaking for themselves and not on behalf of the Presbytery of Blackhawk. When possible, they should use a disclaimer. By virtue of their position, employees must consider whether personal thoughts they publish may be misunderstood as expressing the presbytery’s positions
- While representing the Presbytery of Blackhawk, staff members should not make personal recommendations or referrals outside of the scope of your job.
- Staff members shall not share confidential information on social media sites.

Use of social media sites for personal matters during working hours is permitted within reasonable limits. If staff members identify themselves as representatives or employees of the presbytery, they are responsible for representing the organization in a professional manner and will be accountable for posting material that violates this policy, puts the presbytery in a negative light, or amounts to legally-actionable conduct such as harassment or defamation.

19.7 Disciplinary Actions

Any employee found violating any of the rules of conduct contained in this policy will be subject to discipline, up to and including termination.

ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL MANUAL

I, _____,
acknowledge that I have received a copy of the *Blackhawk Presbytery Personnel Manual*.
I understand that I should bring any questions about the contents of the *Manual* to my supervisor.

Signature

Date