

Presbytery of Lake Huron

PERSONNEL POLICIES



This manual sets forth guidelines for personnel policies and practices of the Presbytery of Lake Huron relating to all persons employed by the Presbytery.

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**PERSONNEL POLICIES
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I. Introduction

- A. These personnel policies express the goals, standards, values, attitudes, beliefs and benefits that the Presbytery of Lake Huron considers to be important for the functioning of its staff in implementing the mission of the Presbytery. These standards of conduct govern all employees and are intended to enable us to work together in a friendly and productive atmosphere. These personnel policies serve only as a general guide for reasonable expectations of employment. Therefore, neither these personnel policies nor any of their provisions constitute an employment agreement or contract of any kind, nor are they a guarantee to continued employment. Personnel policies may be amended or changed as necessary. Employees will be notified when changes are approved.

Employment with the Presbytery of Lake Huron is governed by the legal concept of at-will employment. This means that neither the employee nor the Presbytery of Lake Huron is bound to continue the employment relationship if either chooses, and may end the relationship at any time, for any reason or no reason, with or without notice, and with or without cause. The only way this can be changed is by a writing directed specifically to the employee and signed by both the employee and the chairperson of the Personnel Sub Team or the Moderator of the Administrative Team.

II. EMPLOYMENT CATEGORIES AND TERMINOLOGY

- A. Employer: The legal corporate employer of all Presbytery staff is the Presbytery of Lake Huron (A Michigan Corporation) located in Saginaw, Michigan.
- B. Employee: Any Person who provides services for compensation on behalf of the Presbytery of Lake Huron is considered an employee unless hired as an independent contractor.
- C. Administrative Team: Is responsible for developing and administering operating policies and procedures as outlined in the by-laws of the Presbytery of Lake Huron. The personnel policies are developed and administered by the Personnel Sub-team.
- D. Call: Used in reference to the employment of ordained clergy. In compliance with the Book of Order, a written "Call" shall be submitted to the minister's Presbytery by the Presbytery, which is the employer.
- E. Temporary: A temporary employee is employed for a short period, usually less than three months and is not entitled to benefits. The category of temporary employee will be established at the time of hire.
- F. Full Time/Part Time: A Full Time employee is employed to work at least 35 hours weekly. A Part Time employee is to work less than 35 hours weekly and is not entitled to regular employee benefits.
- G. Salary/Hourly employee: Hourly employees are paid based upon reported hours worked. Salaried employees are not paid based on reported hours.
- H. Provisional Employment: The first three months of employment for hourly employees.

- I. Consultative/Contractual Services: Consultative-contract persons are not employees of the Presbytery.
- J. Grievance: A formal written complaint filed by an employee in response to an alleged violation of an approved Personnel Policy, or unfair application of stated policy.
- K. General Presbyter: The chief administrative officer of the Presbytery and head of staff

III. RIGHTS AND RESPONSIBILITIES

A. Employer Rights

1. establish basic work goals consistent with the purpose of the Presbytery
2. establish an over-all structure designed to best accomplish the basic goals
3. establish and administer operating policies and procedures which meet requirements of the Presbytery
4. establish and administer processes for recruiting, selection, compensation, career development, benefits, working conditions, promotions, transfers, dismissals, and other phases of employment
5. expect employees to be productive in their assigned functions
6. exercise oversight

B. Employer Responsibilities

1. be faithful to the purpose of the organization
2. provide open communication and opportunity for employee participation, which will allow input for decisions that affect them
3. assure policy administration is supportive of employees in setting and meeting objectives and career goals
4. provide equal opportunity for employees in all aspects of employment and to maintain an affirmative action program that ensures equal employment opportunity
5. provide adequate and equitable compensation to employees
6. establish position descriptions and qualifications for particular job functions and determine who is qualified and/or capable to perform such functions
7. conduct regular employee performance reviews and evaluations which relate their work objectives to goals of Presbytery, and which give them an opportunity to participate in evaluating their own performance in relation to these objectives

8. provide equitable benefits and working conditions for the general welfare and well being of all employees in an equitable manner, including providing a work environment free of harassment
9. establish and administer a process which provides for the hearing and resolution of complaints and grievances

C. Employee Rights

1. receive adequate information in the form of this personnel manual and a written job description, from which to develop an understanding of their role and function in the total structure of the Presbytery
2. receive annual written performance reviews
3. be kept informed of proposed changes in personnel policies and procedures
4. have working conditions which promote the general welfare and encourage productivity
5. receive adequate, equitable compensation and benefits appropriate to assigned responsibilities

D. Employee Responsibilities

1. give the best possible performance in assigned functions
2. provide, as requested, staff representation and participation in, any committee or group on which employees are given representation
3. provide input when sought and present it to any appropriate Presbytery ministry or team
4. understand their role and function in achieving the vision, mission and goals of Presbytery
5. honor commitment to performance goals and objectives agreed upon as employees of the Presbytery

E. Employer and Employee Responsibilities

1. The employer will recognize, affirm and use the full potential of each employee to develop the full range of the employee's resource potential.
2. The employee will devote talent, attention and energy to the performance of their assigned work and the goals of the Presbytery.
3. The commitments named in 1 and 2 reflect an open partnership in which objectives are shared and in which both employer and employee acknowledge their responsibilities to each other.
4. Whenever there is a dispute between the employee and the employer in the interpretation of rights and responsibilities, the decision of the employer shall prevail.

IV. EMPLOYMENT POLICIES

A. Basic Employment Policies

1. Determination of Personnel Guidelines and Policy: Personnel policies are determined by the Presbytery upon recommendation by the Personnel Sub-Team in accordance with the Book of Order.
2. Employment Practices: The Presbytery is committed to Fair Employment Practices and Equal Employment Opportunity for all employees in accordance with the guidelines established by the Presbytery of Lake Huron, the Book of Order, policies of the General Assembly, and is guided by the Civil Rights, Equal Employment, and Equal Pay Acts of the state and federal governments.
3. Provisional Employment Period: The first three months of employment for hourly employees is a provisional or trial period giving the employee and his/her supervisor an opportunity to evaluate interest and qualifications for the position under actual working conditions. At the conclusion of this period, a performance appraisal is to be prepared and discussed with the employee by his/her supervisor. Successful completion of the provisional period does not change the at-will nature of the employment.
4. Sexual Misconduct: The sexual misconduct policy adopted by the Presbytery of Lake Huron applies to the employer and all employees including consultants and contractors.

B. Employee Review Process

All new employees will be reviewed provisionally at the end of three months. A comprehensive review and evaluation will be conducted at least annually for all employees. Annual reviews will be conducted by the Personnel Sub-Team and the General Presbyter. The Personnel Sub-Team will be responsible for the review of the General Presbyter.

C. Position Descriptions

Position descriptions shall be prepared by the Personnel Sub-Team. Position descriptions for General and Associate Presbyter, Stated Clerk and Treasurer shall be submitted to the Presbytery through the Personnel Sub-Team for approval.

D. Recruitment and Selection

1. Officers: shall be elected in accordance with the provisions of the Book of Order.
2. Employees:
 - a. The General Presbyter position shall be filled in the following manner:
 - A search is conducted by a team whose names are to be submitted through the nominating committee for election by the Presbytery.

- The search team will present to the Presbytery a candidate for election.
- b. Associate General Presbyter positions shall be filled in the same manner as the General Presbyter
- c. All other employees shall be sought and hired by the Personnel Sub-Team.

E. Staffing Pattern

The staffing pattern of the Presbytery shall be the responsibility of the Personnel Sub-Team in consultation with the Visioning Team and submitted to the Presbytery for approval.

V. **SALARY ADMINISTRATION**

A. Salary Principles

The Presbytery is committed to salary administration principles which will provide: fair pay for the work performed; incentive for personal achievement and growth; equity of payment for positions of relative value; flexibility to meet the many changes in organization, functions, position, and personnel over a period of time. Salary levels will be maintained in a manner, which ensures consistent, and equitable salaries when compared to Pastors, Christian Educators and other administrative positions in keeping with the Presbytery's philosophy and local community competitive data.

Salary scales for staff will also be considered in relation to salary information for staff in other Presbyteries of the Synod.

B. Salary Review and Increases

Any cost of living increases authorized by the Presbytery will be given to all employees at the same time. Salary increases, if granted, commence on January 1 of the year for which they are granted.

At the time of the annual salary review, any changes in duties or responsibilities will be noted and the salary may be re-evaluated on the basis of such changes.

Changes in terms of employment for the General Presbyter, Associate General Presbyter, Treasurer and Clerk must be reported to and approved by the Presbytery before implementation.

C. Withholding Taxes

In keeping with the established policy of the Presbyterian Church (USA) and in compliance with Federal statutes, all ordained clergy are considered employees engaged in the exercise of their ministry, and are responsible for the payment of federal, state, and local taxes from their wages. Ordained clergy are considered self-employed for social security purposes. Lay employees of the Presbytery are subject to the normal withholding of federal, state, and local taxes from their wages. Independent contractors are considered self-employed and are not subject to the withholding of taxes from income. Independent contractors are responsible for paying all taxes on their wages.

D. Housing Allowance

The Internal Revenue Code provides that a minister shall exclude from gross income for income tax purposes any housing allowance paid as part of his/her compensation to the extent that he/she used it for renting or providing a home. This is intended to apply to any ordained person who has not been provided with a manse.

To satisfy this requirement, the amount actually being spent for housing, or the fair rental value as a furnished house, plus utilities (whichever is less), will be designated by the employer as a housing allowance no later than December of the preceding year it will take effect.

If the total amount, which is designated for housing allowance, is not fully used, it is the recipient's responsibility to report the balance to the Internal Revenue Service as taxable income.

E. Career Opportunities

1. **Career development** - All employees will be given an annual opportunity to review and determine their short and long term career goals and objectives as a part of the annual performance review. Goals and objectives shall be consistent with the Presbytery mission statement needs.
2. **Extended study leave/job training** - In order to enable all Presbytery employees with specific needs or opportunities to give extended study to subject areas which will contribute to the work of the Presbytery, an extended study leave may be granted by the Personnel Sub-Team upon recommendation of the General Presbyter.

VI. BENEFITS AND LEAVES OF ABSENCE

A. Benefits

1. **Worker's compensation insurance**
All employees of the Presbytery shall be covered by the Worker's Compensation law of the state.
2. **Holidays**
The Presbytery shall grant the following paid holidays to all full-time staff, in accordance with local customs and laws:

New Year's Day, Martin Luther King's Birthday, Good Friday,
Memorial Day, Independence Day, Labor Day, Thanksgiving Day
and the Friday after Thanksgiving, and Christmas Day.

Those holidays, which occasionally fall on a weekend, shall be scheduled each year, as it is necessary. Holidays falling on Saturday will be observed on Friday, and holidays on Sunday will be observed on Monday.

In addition, paid holiday will include the week between Christmas and New Years when the Presbytery office is closed.

3. **Vacation**

A vacation with pay is provided for all employees. Vacations are not cumulative and must be used within the calendar year, except when special provision has been made with the Personnel Sub-Team. Vacation days for provisional employees will be prorated per calendar year based upon number of days worked. Full-time employees are entitled to annual paid vacation according to the following schedule. Vacation entitlement during the first year of employment will be pro-rated accordingly.

Service from 0 through 5 years = 10 working days
Service from 6 through 10 years = 15 working days
Service from 11 years and over = 20 working days
Called staff is according to terms of call or employment.

Vacation for part-time employees will be pro-rated according to the vacation entitlement of full-time employees.

Except where noted below, accrued but unused vacation time is not compensable.

Employees who submit their resignation, give two weeks notice, and work every regularly scheduled day during that two-week period, will be paid for any accrued and unused vacation time. Failure to give the notice and work each day will result in denial of pay for accrued and unused vacation pay. Employees who are terminated for cause by the Presbytery are not eligible to receive payment for accrued and unused vacation time.

4. **Health Insurance**

Called staff benefits are according to the terms of call.

Full-time staff shall be covered by the Board of Pension's Major Medical Plan provisions or its equivalent. (If an employee opts for an equivalent plan, coverage for additional family members will be at the employee's expense.)

The Board of Pension's Major Medical benefits for all qualifying employees will be paid by the Presbytery of Lake Huron.

5. **Pension benefits**

Clergy will be members of the Board of Pensions plan according to their call. Full-time lay employees shall be covered by the Board of Pensions plan or its equivalent.

6. **Social Security**

All non-clergy employees covered by the Federal Old Age Survivors Benefits Act (Social Security) shall have their share of the tax withheld from their wages. Clergy are considered self-employed and taxes are not withheld, nor paid for them.

7. **Temporary benefits**

Persons employed for a temporary period, usually less than three months, are not paid for holidays, sick leave, or other leaves, and do not earn vacation leave during

their temporary employment. Such employees are not eligible for the pension plans or other health benefit entitlement. If such employees work more than the normal weekly work schedule, they will be paid at the regular rate for hours up to 40 per week, and time-and-a-half for above 40 hours in the case of non-exempt employees, as defined by the U.S. Department of Labor

8. **Provisional employees**

Benefits for provisional employees shall begin upon successful completion of the provisional period of employment when they become regular employees.

B. Leave of Absence, With Pay

1. **Sick leave**

Full-time, hourly employees are eligible for ten (10) working days of sick leave each calendar year, cumulative up to 100 days to be used in case of illness or disability. Ten (10) days of sick leave will be credited on January 1 of each year to all eligible employees. All other full-time employees are eligible for fifteen (15) working days of sick leave each calendar year, cumulative up to 150 days to be used in case of illness or disability. Fifteen (15) days of sick leave will be credited on January 1 of each new year to all eligible employees. The Personnel Sub-Team may grant additional sick leave as deemed necessary and appropriate.

Sick leave for new employees will be pro-rated according to the total length of service until they have completed one (1) year service. New employees will not be eligible for sick leave until after the end of the provisional employment period.

When an illness or injury causes an employee to be absent from work for more than five consecutive (5) days, the employee shall present written verification from a physician before sick pay will continue. The Presbytery may, at its own expense, require a second opinion from a physician of its choice for sick pay to continue.

An employee shall have no claim for pay in lieu of unused sick leave at any time.

No employee will be paid for Sick Leave if they are employed or capable of working in any other job, whether self-employed or as an employee/owner/director, etc.

2. **Bereavement leave**

In the event of a death in the immediate family (spouse, child, sibling, parent, parent-in-law, grandparent, grandparent in-law, or relative in the same household), three (3) consecutive calendar days will be given, without loss of pay. If it is necessary to travel to attend the funeral up to two (2) additional days will be allowed, again without loss of pay. In the event of the death of an extended family member or friend, bereavement leave may be granted at the discretion of the General Presbyter or the Personnel Sub-Team. The Personnel Sub-Team may grant additional bereavement leave as deemed necessary and appropriate.

3. **Study leave**

Study leave may, upon approval of the Personnel Sub Team, accumulate and be carried over to succeeding years as follows:

Study leave expenses - 2 years

Time from work - 2 years

4. **Jury duty/Reserve Military duty**

Any employee called upon to serve jury duty/Reserve Military duty will be granted leave and paid the difference between their jury duty/Reserve Military duty pay and their regular pay for a period up to and including ten working days. If called as a witness, leave will be handled in the same way. An employee will not be granted leave for serving as a witness in a civil matter in which they have a personal or financial interest or for pursuing or defending their own court case.

5. **Personal leave**

Two (2) non-accumulative personal days may be granted each year.

Personal Leave is available for employees who need time off for reasons not otherwise provided for in this Handbook.

6. **Parental leave**

Parental leave may include birth, adoption, and assuming guardianship of a child. This leave of absence shall not exceed 13 weeks. The pay shall be at 2/3 of the employee's normal salary. The employee may choose to substitute accumulated sick days and/or vacation time for Parental Leave pay. Full pension dues, if applicable, will be paid by the Presbytery for those 13 weeks.

7. **Sabbatical Leave**

Leaves of absence with pay will be granted to the General Presbyter and the Associate General Presbyter for sabbatical leave. Such sabbatical leave will be with the approval of the Personnel Sub-Team and the Presbytery. The General Presbyter will be eligible for a sabbatical leave with pay every seven years for a period of up to twelve (12) weeks. A sabbatical proposal will be developed by the General Presbyter and/or Associate General Presbyter stating the reasons, goals and objectives for the sabbatical leave. This will become the sabbatical contract upon approval by the Personnel Sub-Team. Current or accumulated study leave will be subsumed within the sabbatical leave.

8. **Administrative Leave**

Leave of absence with pay may be granted for administrative purposes at the discretion of the General Presbyter with concurrence of the Personnel Sub-Team and/or by the Personnel Sub-Team.

C. Leave of Absence, Without Pay

Leave of absence without pay is provided under the following conditions, with the approval of the General Presbyter and the Personnel Sub-Team.

1. **Military Service**

For military service performed by an employee with credited service of three months or more. Upon return, the Presbytery will comply with the requirements of Uniformed Services Employment and Reemployment Rights Act, if any, and if USERRA is not applicable, will attempt to place the employee in an open position, similar to their prior position, in conjunction with the Board of Chaplains and Military Personnel.

2. **Other Personal Reasons**

Leaves of absence for other personal reasons such as extended parental leave, family responsibilities, etc. These leaves of absence will be for a minimum of one month and a maximum of six months subject to renewal no more than once.

In extraordinary circumstances, other leaves of absence without pay may be granted upon recommendation of the General Presbyter with concurrence of the Personnel Sub-Team.

Approval of a leave of absence will be 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. A Leave of Absence will not be granted if the employee will be working at another job for another employer, or working in a self-employed or independent contractor capacity.

Pension dues and health insurance will not be paid by the employer for any leave of absence without pay, which exceeds four weeks, but these payments may be made by the employee in accordance with the terms of the applicable plans.

VII. TERMINATIONS AND DISCIPLINARY PROCEDURES

Causes for termination or discipline shall include but not be limited to:

A. Unsatisfactory Performance

In cases of unsatisfactory job performance such as:

1. poor job performance
2. misconduct
3. insubordination
4. neglect in care or use of Presbytery property or funds
5. habitual unexcused absences or tardiness
6. discourteous treatment of public or employees
7. falsification of employment application or work record
8. any reason as determined by the employer

The following progressive procedures shall normally be followed, unless as otherwise provided in the Book of Order.

1. Verbal discussion of the problem area with a recap in writing signed by the employee and the supervisor.
2. Chronic problems or second offenses
 - a. Probation - any employee may be subject to probationary action for a period of three months but not to exceed six months when there is a question as to the employee's ability or willingness to perform his/her work in a satisfactory and professional manner.
 - b. Discharge - the next and final step in the process.
3. Serious violations may lead directly to termination.

However, in the discretion of the Presbytery, any of the above steps may be extended, or skipped, in order to deal with whatever problem is being addressed.

B. Budget Reduction or Reallocation

Termination because of reduction in the budget, or for other circumstances arising due to no fault of the employee, is at the discretion of the Presbytery. In order to receive the following severance payment, an employee will be required to execute a full and complete severance agreement and release.

1. For called staff: at least six months notice shall be given unless otherwise provided by the individual contract with pay during continuing employment.
2. For all other employees: at least ninety days' notice will be given with pay during continuing employment.

C. Voluntary Termination

An employee is requested to give at least two weeks notice of voluntary termination and to work each regularly scheduled workday. Any days that are missed during that two-week notice period are not counted for purposes of determining whether or not an employee is eligible to receive accrued and unused vacation pay. An exit interview will be conducted by the Personnel Sub-Team.

VIII. GRIEVANCES

For the purpose of this policy, a complaint or grievance is an alleged violation of an approved Personnel Policy or practice, or an unfair application of stated policy, or of an applicable state or federal law not adequately dealt with in these policies or practices. In order to deal promptly and fairly with all complaints or grievances, the following steps are to be taken:

A. Preliminary Complaint Procedure

Within 3 to 5 working days following an event giving rise to a grievance, prior to filing a formal written grievance, several preliminary steps are to be taken:

1. Discuss the matter with the immediate supervisor.
2. Discuss the matter with the General Presbyter if he/she is not the immediate supervisor.

B. Formal Grievance Procedure

If informal efforts to resolve a grievance have failed, a formal grievance may be filed within 10 to 15 working days by submitting a written statement to the chairperson of the Personnel Sub-team, and a copy to the General Presbyter and/or the person's supervisor. Formal grievances must be filed within sixty days of the alleged grievance.

1. The Chairperson of the Personnel Sub-team shall call a meeting of the sub-team to review the grievance with all parties concerned. The Personnel Sub-team shall make a determination of the grievance.
2. If the complainant is dissatisfied with the decision of the Personnel Sub-team, they can submit an appeal within fifteen days to the Administrative team. The Administrative Team, in consultation with all parties concerned, shall make the final determination. All parties concerned will be provided a written copy of the Administrative Team's decision.

C. Right to have Advocates Present

It is understood that the complaining party may arrange to have an advocate with him/her at all steps in the formal process.

D. Written Record

A written record of all decisions arrived at in all meetings shall be kept. Letters of decision from the Personnel Sub-team and/or the Administrative Team shall contain provision for the complainant to indicate his/her acceptance or rejection of the decision.

E. Probation/Suspension

Probation and/or suspension may be employed during the grievance procedure.

IX. LIFE-THREATENING, INFECTIOUS DISEASES

In the interest of the health and the well-being of its employees and in response to the directions of the 198th and 200th General Assemblies, the Presbytery's Policy in facing life-threatening, infectious diseases in the work place, including, but not limited to, Acquired Immune Deficiency Syndrome (AIDS), Human Immune Deficiency Virus (H.I.V.), Infectious Hepatitis B, Tuberculosis, etc. is based upon the Policy of The Synod of the Covenant and upon the six following principles established by the 200th General Assembly in adopting Overture 29-88 as amended:

- Right to continue work
- Confidentiality
- Compassion and understanding
- Needs (both of healthy employees and critically-ill colleagues)
- No tests as job prerequisite
- Education

This Policy is also subject to the Civil Rights codes of Michigan specifically as they protect the rights of persons handicapped with life-threatening, infectious disease. (Michigan M.C.L.A. 37.1101, *et seq.*) Insofar as this Policy addresses the affliction of AIDS, it does so, given the state of medical knowledge. According to the Centers for Disease Control (CDC), there is currently no epidemiological evidence of the transmission of the AIDS virus through casual contact with, or proximity to, infected persons.

Education is a basic provision of this Policy given the need for current medical knowledge. Therefore, the General Presbyter and Personnel Sub-team shall arrange for modules of education about AIDS and other life-threatening, infectious diseases for the entire Presbytery staff in the interest of informing and caring about employees, as well as sustaining a right-to-work policy.

A. The Right to Work

Employees with a life-threatening, infectious disease, including AIDS or H.I.V. (as defined by the Center for Disease Control), shall have the right to be hired and to continue work. Persons thus afflicted shall be treated as any employee diagnosed as having any other illness, injury, or disability so long as the best available medical evidence indicates that continued employment does not present a health or safety threat to themselves or others. The Presbytery recognizes that individuals with life threatening, infectious diseases, including AIDS and H.I.V. are protected as handicapped persons by the positions of the Civil Rights Commission of Michigan.

1. An employee with a contagious disease has a personal responsibility to take steps to prevent the spread of infection.
2. Elected persons and volunteers with a contagious disease have the same personal responsibility (as stated above) to take steps to prevent the spread of infection to employees and to each other.
3. Employee's employment shall not be in question unless:
 - a. The State Department Health Regulations require it.
 - b. In the event the employee is not willing to comply with, or is not complying with agreed-upon job restrictions, monitoring, or safety of other employees, the policy governing grievance procedures shall pertain.

B. The Right to Confidentiality

Confidentiality of employee medical records in accordance with existing legal, medical, and ethical management shall be maintained in the case of an employee of the Presbytery with AIDS or a life-threatening, infectious disease. The Presbytery shall carefully protect the confidentiality of any information it may receive on a voluntary basis from an employee suffering from AIDS or other life-threatening, infectious diseases.

It is the position of the Presbytery that employees with AIDS, H.I.V. or other life-threatening, infectious diseases should voluntarily share that information with the General Presbyter. This is understood to be a personal responsibility, not a legal obligation. An employee wishing to disclose such personal information should state that in writing to the General Presbyter. The employee afflicted with AIDS or other life-threatening, infectious disease, who grants permission for such disclosure, shall then determine, in consultation with the Executive, how such disclosure shall take place.

It is important that the Presbytery, as employer, provide a climate in the work place where such disclosure will not result in discrimination toward affected employee. Methods of doing this include education and counseling.

C. Compassion and Understanding

The Presbytery agrees with the 1986 General Assembly declaration that "AIDS and AIDS-Related Complex (ARC) are illnesses, not punishments for behavior deemed immoral" (G.A. Minutes 1986, Part I., Page 496). Presbytery employees who are affected by any life threatening, infectious disease shall be treated with compassion and understanding in their personal crisis. Reasonable efforts should be made to accommodate seriously ill employees by providing flexible work areas, hours, and assignments whenever possible or appropriate.

Presbytery employees are asked to be sensitive to the needs of critically-ill colleagues and their families and to recognize that continued employment for an employee with a life-threatening, infectious disease is, after all, life-sustaining and can be mentally and spiritually beneficial.

D. Guidelines for Continuing Employment

The following guidelines will be used to address the need for continuing employment:

1. A case-by-case approach will be utilized to consider each situation as it arises in order to provide the maximum support to the employee with AIDS or other life-threatening, infectious disease, and protection for the welfare of other employees.

The Presbytery shall immediately provide additional education about the disease for the patient and other staff members in order to allay needless fears and identify necessary precautions.

2. In instances where an infected employee is unable to fulfill his/her regular responsibilities, or portions of these responsibilities, but is able and desires to continue working in a less physically-demanding capacity, reasonable efforts will be made, if requested, to accommodate the employee's physical handicap.
3. Whether the employee may continue his/her current job responsibilities will depend upon an assessment by a doctor or health service, of the risk to the employee and to the fellow employees, and ability to follow appropriate safety precautions.
4. As in the case of any other illness, injury or disability, a supervisor who believes an infected employee is unable to perform assigned duties due to the illness may recommend to the General Presbyter (who may consult confidentially with the Personnel Sub-Team) that the employee be required to submit to a medical exam by a physician agreeable to both parties and paid by the Presbytery. Based upon the medical opinions, appropriate action as provided in these guidelines or Personnel Policies for "Sick Leave" and "Disabilities" will be applied.
5. When an employee with AIDS or other life-threatening, infectious disease is not allowed or is unable to continue current job responsibilities, the General Presbyter, in consultation with the appropriate health service (physician), is required to explore accommodations in job responsibilities that reasonably can be made for the employee.
6. Any infected employee shall be eligible to use accrued sick leave, personal days, or vacation as needed.

E. No Medical Test as Job Prerequisite

Ordinarily, no test to determine the existence of a life-threatening, infectious disease shall be a prerequisite for employment. In the future, if medical evidence from the Centers for Disease Control or similar authority indicates that an infectious disease presents a real health or safety threat to others through employment, the Presbytery may require a test, plus a second opinion by a licensed physician agreeable to both the employee and Presbytery at the Presbytery's expense.

- F. This policy is understood to be provisional, insofar as laws and health policies are subject to change.

X. INTERNET, ELECTRONIC MAIL, AND VOICE MAIL POLICY

Internet Access, Intranet Access, Electronic Mail and Voice Mail. The Presbytery of Lake Huron, at its own expense, provides all its employees, temporary employees and contractors ("Users") the ability to use and access the Internet, the Presbytery's Intranet, the Presbytery's Electronic Mail ("E-Mail") and the Presbytery's Voice mail (collectively, the "Systems"). The Presbytery owns the right to use the Systems and permits Users to use the Systems during working hours only for the Presbytery's business purposes, including:

- To communicate with other Users, members, and vendors regarding matters within a User's assigned duties;
- To research or acquire information related to or designed to facilitate the performance of a User's assigned duties;
- To facilitate performance of any task or project in a manner approved by a User's supervisor.

Prohibition on Personal Use. The Presbytery of Lake Huron expressly prohibits any User from using the Systems for purposes such as to:

- Originate or transmit any offensive or harassing statements or language including disparagement of others based on their race, national origin, gender, gender orientation, age, disability, or religious or political beliefs;
- Send or solicit sexually oriented messages or images;
- Operate a business, seize business opportunities, solicit money for personal gain, or search for jobs outside the Presbyterian Church (U.S.A.);
- Send chain letters, gamble, or engage in any other activity in violation of local state, or federal law;
- Permit access to and use the Systems to anyone other than a User authorized by the Presbytery;
- Intentionally intercept, or access without authorization, information on the Systems.

Presbytery's Ability to Monitor. Users should recognize that there are risks to the Presbytery in establishing and operating the Systems. The Presbytery must ensure that the Systems are not used in a manner that would be harmful to the Presbytery or the Users. The Presbytery has the capability to, expressly reserves the right to, and will monitor all access to and use of the Systems ("Monitor"). By accessing and using the Systems, and as a condition to such use, Users expressly consent to the Presbytery's Monitoring. Monitoring shall include, without limitation:

- Determining specific Internet sites accessed;
- Disclosing any communications or messages sent, received, or stored on the Systems to any party (inside or outside the Company), including law enforcement authorities, that the Presbytery deems appropriate.

No Expectation of Privacy. THERE IS NO EXPECTATION OF PRIVACY WITH RESPECT TO ANY INFORMATION ON THE SYSTEMS. It is suggested that highly sensitive and/or confidential information not be transmitted via the System.

Incidental Personal Use. Users may make incidental use of the Systems to transmit personal messages, but such messages will be treated no differently from other messages that the Presbytery may monitor. Accordingly, Users cannot use the Systems to send, receive, or store any messages that they wish to keep private. Users should understand that the Systems include a shared files systems (such as the document management system for word processing documents that are available to all Users) and must expect that the communications and messages sent, received, or stored in the shared files system will be reviewed by the Presbytery for any purpose.

User's Obligations. As additional conditions to using the Systems the Users agree to:

- Take care to ensure that all communications and messages are courteous, professional, and businesslike;
- Never transmit or forward Presbytery confidential information to outside individuals or companies not authorized to receive the information;
- Use care in addressing messages and inputting Internet addresses to avoid inadvertent transmission or access to the Systems;
- Refrain from automatically or routinely forwarding messages containing Presbytery confidential

information to multiple parties unless there is a clear business need to do so;

- Close applications used to access the Systems when a computer is unattended;
- Never disclose passwords to anyone outside of the Presbytery and only on a “need to know” basis within the Presbytery;
- Never transmit, forward, or otherwise disclose confidential privileged communications between the Presbytery and either its internal or outside attorneys; and
- Delete promptly any messages they send or receive (for e-mail, this includes In box, Out Box or Sent, and Trash) that no longer require action or are not necessary to an outgoing project.
- Take care to ensure that highly sensitive e-mails should be saved to a password protected file(s) on the User’s local hard drive.

Violation of Policy. Violation of this policy shall subject the User to the Presbytery’s disciplinary policy.

XI. REVIEW AND REVISION OF PERSONNEL POLICY MANUAL

The Personnel Sub-Team shall review the personnel policies of the Presbytery at least every three years and may recommend changes or amendments to Presbytery.

XII. APPENDIX

Sexual Misconduct Policy

Adopted August 7, 2001

Amended June 4, 2002

INTRODUCTION

The ethical conduct of all who follow Jesus Christ is of vital importance to the Presbytery because their lives demonstrate an understanding of God and the gospel. Sexual misconduct is both a violation of principles set forth in Scripture and a violation of relationships of trust. Sexual misconduct is never permissible or acceptable.

STATEMENT OF PURPOSE

The purpose of this policy is to ensure that Lake Huron Presbytery responds to allegations of sexual misconduct by persons covered by this policy. The policy expresses the Presbytery's commitment to seek justice in such situations and to minister to all those affected, but particularly to possible victim(s) of the misconduct. This policy guides actions that are compassionate while promoting goals of truth, responsibility, and accountability. The policy further provides opportunity for education and training in an effort to prevent acts of sexual misconduct and serves as a model for use in the personnel policies of the churches in our Presbytery.

PERSONS COVERED BY THIS POLICY

Persons covered by this policy and who are expected by the Presbytery to adhere to this policy are those persons who are under the jurisdiction of the Presbytery, or under the oversight of the Presbytery, or serving the Presbytery in any way. Persons covered by this policy therefore include Ministers of the Word and Sacrament who are members of the Presbytery, Commissioned Lay Pastors working within the bounds of the Presbytery, all persons elected by or appointed by the Presbytery, all employees of the Presbytery, and all volunteers acting on behalf of the Presbytery whether or not those volunteers are members of a Presbyterian Church.

BASIC PRINCIPLES OF CONDUCT

The basic principles of conduct guiding this policy are as follows:

1. Sexual misconduct is a violation of the role of pastors, employees, volunteers, counselors, supervisors, teachers, and advisors in a position of authority who are called upon to exercise integrity, sensitivity, and caring in a trust relationship.
2. Sexual misconduct is a misuse of authority and power which breaches Christian ethical principles by misusing a trust relationship to gain advantage over another for personal pleasure in an abusive, exploitative, and unjust manner. If the parishioner, student, client, or employee initiates or invites sexual content in the relationship, the pastor, counselor, officer, or supervisor is always responsible to maintain the appropriate role and to prohibit a sexual relationship.
3. Sexual misconduct against children and other vulnerable persons takes advantage of their lack of power to protect themselves.

4. Sexual misconduct as outlined in Sections 1-3 always occurs without meaningful consent since equality does not exist in these relationships

DEFINITIONS

Sexual Misconduct is the comprehensive term used in this policy and its procedures to include:

1. Child Sexual Abuse including, but not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not the child expresses apparent consent. Child Sexual Abuse includes any person under the age of eighteen years.
2. Sexual abuse of another person which is any offense involving sexual conduct in relation to:
 - a. any person under the age of eighteen years, or anyone over the age of eighteen years without the mental capacity to consent; or
 - b. any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position.
3. Sexual Harassment is defined for this policy as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a. Submission to such conduct is made either explicitly or implicitly a term of a condition of an individual's employment or their continued status in an institution.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment.
4. Rape or sexual contact by force, threat, or intimidation.
5. Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) which is injurious to the physical or emotional health of another.
6. Sexual Malfeasance defined as sexual conduct within a ministerial (e.g., clergy with a member of the congregation) or professional relationship (e.g., counselor with a client, lay employee with a church member, Presbytery Executive with a committee member who may be a lay person, a minister, or an elder). Sexual conduct includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, mutual, social, intimate, or marital relationships.

Accused: the person covered by this policy against whom a claim of Sexual Misconduct is made.

Reporter: a person claiming knowledge of Sexual Misconduct by a person covered by this policy. The Reporter may or may not be a Victim of the alleged Sexual Misconduct.

Victim: a person (whether or not a member of a Presbyterian Church) who allegedly has been directly injured or harmed by the alleged Sexual Misconduct of a person covered by this policy.

Response Coordination Team: A team drawn from the pool of persons designated by Lake Huron Presbytery to coordinate the non-judicial response to allegations of sexual misconduct under this policy.

DISCIPLINARY PROCESS

All allegations of sexual misconduct will be investigated through the appropriate process. In cases of members under the jurisdiction of Lake Huron Presbytery and members of a Presbyterian Church, judicial process as provided in the Rules of Discipline of the Presbyterian Church (U.S.A.) as found in The Constitution Of The Presbyterian Church (U.S.A.), Part II, The Book Of Order will be followed. In cases involving employees, the provisions of the Presbytery's Personnel Policies will be followed. For employees who are members of Presbytery, both Personnel Policy provisions and Rules of Discipline process will apply. In case of conflict between Presbytery's Personnel Policies and the Rules of Discipline, the Rules of Discipline take precedence. In cases involving non-member volunteers, the supervisor of the accused volunteer shall consult with the Presbytery's General Presbyter regarding the appropriate process for dealing with the situation.

REPORTING

Reports of sexual misconduct are serious and are to be acted upon promptly by those who receive them. In the case of child sexual abuse, all persons covered by this policy (except clergy and Commissioned Lay Pastors in those situations when they are enjoined to the contrary by state law) have a duty to report child sexual abuse as soon as possible to the proper legal authorities in the jurisdiction where the alleged abuse occurred. Anyone receiving a report of sexual misconduct committed by anyone covered by this Policy must direct the Reporter to the General Presbyter or the chair of the Committee on Ministry. When either of these two persons receives a report of sexual misconduct they shall inform the other that a report has been received. No one who receives or has knowledge of a report of sexual misconduct should undertake an inquiry. If the Reporter is unwilling to go further, non-clergy persons receiving the report must themselves report to the General Presbyter or the chair of the Committee on Ministry, unless they are Commissioned Lay Pastors. Clergy persons and Commissioned Lay pastors receiving such a report when the Reporter is unwilling to go further may themselves report to the General Presbyter or the chair of the Committee on Ministry, provided they obtain the Reporter's permission to do so and subject to the provisions of Book of Order G-6.0204 and G-14.0801f respectively.

RESPONSE COORDINATION TEAM POOL

1. Upon nomination by the Presbytery Talent Nominating Committee, the Presbytery shall elect a Response Coordination Team Pool of twelve (12) persons, each serving six (6) years (three classes of four persons each serving staggered six-year terms). The Response Coordination Team Pool is responsible to the Presbytery through the Committee on Ministry. The chair of the Response Coordination Team Pool shall be appointed by the Committee on Ministry, following consultation with the current pool chair. The chair shall serve for a two-year term beginning January 1.
2. The Response Coordination Team Pool members must be members of the Presbyterian Church (USA) with aggregate expertise, as far as possible, in the following areas: psychological counseling, child advocacy, legal matters, conflict management, insurance matters, personnel management, pastoral practices, and church governance and policies. The Response Coordination Team Pool shall arrange for initial and ongoing training of the members of the Response Coordination Team Pool.

3. All necessary expenses of the Response Coordination Team Pool and any teams formed shall be paid by the Presbytery.

RESPONSE COORDINATION TEAM

1. The General Presbyter or the chair of the Committee on Ministry shall contact the Response Coordination Team Pool chair within two (2) days of receiving a report of sexual misconduct (see Reporting section). Within five (5) days of such contact, the Response Coordinating Team Pool chair shall appoint a five (5) member Response Coordination Team from the Response Coordination Team Pool and name its chair.
2. The Response Coordination Team shall be diverse as to gender and clergy/lay members, and shall reflect, if possible, the ethnic background of the alleged Victim and the Accused. No member of the Response Coordination Team shall be a member of the congregation in which the allegation of misconduct arises.
3. Once formed, the Response Coordination Team will be responsible to the Presbytery through the Committee on Ministry. The chair of the Response Coordination Team Pool shall notify the Chair of the Committee on Ministry that a Response Coordination Team has been formed. The primary responsibilities of the Response Coordination Team are to assess the needs of all parties involved in the alleged misconduct and coordinate efforts to provide resources to meet those needs. However, the Response Coordination Team shall not provide direct services itself, nor conduct an investigation or be a finder of fact. Specific procedural guidelines for the work of the Response Coordination Team are found in the Appendix to this policy.

DISTRIBUTION OF POLICY

1. This policy shall be distributed as follows: The Committee on Preparation for Ministry will be responsible for distributing the policy to Inquirers and Candidates for the Ministry of Word and Sacrament who are enrolled in this Presbytery, to those seeking certification as Christian Educators, to enrolled Educational Assistants, and to Certified Associate Christian Educators. The Committee on Ministry will be responsible for distributing the policy to ministers of the Word and Sacrament who are members of the Presbytery, or who have permission to labor within its bounds, Certified Christian Educators, and to Commissioned Lay Pastors of the Presbytery. The Presbytery's Personnel Sub Team will be responsible for distributing the policy to all employees of the Presbytery. Each committee overseeing programs of the Presbytery shall be responsible for distributing the policy to all persons supervising volunteers participating in the programs for which the committee is responsible.

Each of the above mentioned persons who receives a copy of this policy will be required to sign a written acknowledgment indicating that she/he has received the policy, and agrees to conduct her/himself in accordance with the policy. The signed acknowledgements shall be retained in a file in the office of the General Presbyter.

2. This policy shall be given to all reporters and victims of alleged sexual misconduct, and to all persons against whom allegations are made.
3. This policy shall be distributed to all clerks of session as a suggested model for congregational Sexual Misconduct Policies.

4. The Response Coordination Team Pool is responsible for providing assistance to all persons who need aid in interpreting or implementing the policy.

TRAINING

1. All Ministers of the Word and Sacrament who are members of the Presbytery, or who have permission to labor within its bounds; Certified Christian Educators; Commissioned Lay Pastors of the Presbytery; all employees of the Presbytery; all members of the Response Coordination Team Pool, the Committee on Ministry, the Permanent Judicial Commission, the Committee on Preparation for Ministry; all administrative staff; all officers of the Presbytery; and all volunteers who have supervisory responsibility shall attend a Sexual Misconduct Prevention Workshop within one year of the adoption of this Policy or within one year of beginning service in one of the above positions.
2. The Response Coordination Team Pool is charged with the responsibility of scheduling such prevention workshops. These workshops will provide opportunities for discussion and reflection on such topics as clergy self-care, ministry and power, temptations of sexual misconduct, and other issues such as the theological, emotional, legal, and insurance dimensions to the problem of sexual misconduct.
3. These prevention workshops are open to all persons from congregations and the Presbytery who may benefit by participation, e.g. an elder or youth worker, or church personnel committee members.
4. The Committee on Preparation for Ministry is charged with the responsibility to ensure that Inquirers and Candidates for the Ministry of Word and Sacrament, those seeking certification as Christian Educators, Enrolled Educational Assistants, and Certified Associate Christian Educators who are enrolled with this Presbytery receive training in regard to sexual misconduct.
5. Persons responsible for recruiting and supervising volunteers shall inform their volunteers of the existence of this policy and their responsibilities under it.

RISK MANAGEMENT/INSURANCE

At every renewal of the Presbytery's Insurance Policy the Presbytery's Board of Trustees and the General Presbyter will review and confirm that the Presbytery's liability insurance policy covers sexual misconduct liability for its programs and activities. Such a review will ascertain the procedures which the Insurance Company would follow in case of either a report or claim of sexual misconduct. At every review the Board of Trustees will convey to the Insurance Company a copy of this policy.

THE ROLE OF THE GENERAL PRESBYTER

The role of the General Presbyter in sexual misconduct cases shall be to receive reports of alleged sexual misconduct, to contact the chair of the Sexual Misconduct Response Coordination Team Pool, to inform the chair of the Committee on Ministry that a report has been received, to contact the Presbytery's Insurance Company when it becomes necessary to inform the Insurance Company of a report or claim, to consult the Presbytery's attorney when such consultation is necessary, and to deal with inquiries from the media if inquiries are received. Other involvement of the General Presbyter in a particular situation shall be determined in consultation with the Response Coordination Team.

MEDIA CONTACT

Any inquiries from the media regarding an incident of sexual misconduct must be directed to the General Presbyter, and should be addressed only by the General Presbyter or the General Presbyter's designee. Members of the Response Coordination Team shall not respond to questions from the media except to refer the questioner to the General Presbyter.

REVIEW

The Response Coordination Team Pool shall review the Policy periodically to determine whether changes need to be made in light of experience, and recommend changes to the Presbytery.

APPENDIX

GUIDELINES FOR THE WORK OF THE RESPONSE COORDINATION TEAM

The following particular procedures are provided to guide the Response Coordination Team in carrying out its needs assessment and coordination of support resources responsibilities under this Misconduct Policy. Because the fact situations may vary considerably, it is impossible to list all of the steps a Response Coordination Team should take. Also it is acknowledged that the ability to effectively assess needs and provide resources to care for persons affected is dependent on the cooperation of the individuals involved. In all cases the Response Coordination Team should use its best efforts to help the Presbytery provide an objective, effective, expeditious and caring response to an allegation of sexual misconduct.

COMMUNICATIONS

1. Upon appointment of the Response Coordination Team, the Response Coordination Team chair will establish, and continue to maintain, communications with the chair of the Committee on Ministry or that chair's designated representative, consistent with the confidential nature of the work of the Response Coordination Team and the Committee on Ministry. To enable both the Response Coordination Team and the Committee on Ministry to effectively respond to allegations of misconduct, either the Response Coordination Team chair or the Committee on Ministry chair, or designated representatives of these two groups, can request at any time a meeting of the two committees (or parts thereof) to exchange any necessary information, receive any recommendations, and coordinate activities of the two committees. There may be some situations where the Committee on Ministry is not the Presbytery committee directly working with the misconduct allegations, e.g. a situation involving a non-clergy employee of Presbytery which would be handled by the Personnel Committee. In those cases the Response Coordination Team should work directly with that committee while keeping the Committee on Ministry chair informed.
2. When there is both a Response Coordination Team and an Investigating Committee involved in a case the Stated Clerk shall inform each of them of the others existence. It is recognized that communications between the Response Coordination Team and the Investigating Committee would be restricted in view of the Book of Order, Rules of Discipline. It is understood the Response Coordination Team will not undertake any of the responsibilities of the Investigating Committee and that the work of the Response Coordination Team will be done in a way that will not interfere with the work of the Investigating Committee.

CONTACT WITH THE REPORTER, THE VICTIM, AND THE ACCUSED

1. Within seven (7) days of its appointment and before it meets with any of the above the Response Coordination Team will hold an organizational meeting, and on the same day, if possible, the Response Coordination Team will meet with the Reporter to hear the report of the alleged sexual misconduct, to advise the Reporter of this Policy, and to review with the Reporter the non-disciplinary responses and the disciplinary procedures which may be utilized.
2. Following the meeting with the Reporter the Response Coordination Team will meet to plan how best to assess the needs of the persons involved and secure resources.
3. The Response Coordination Team will meet with the Victim or make every possible effort to make contact with the Victim to advise the Victim of this Policy, review both the non-disciplinary responses and the disciplinary procedures that may be used by the Victim, assess support needs, and offer resources of support and care for the Victim and family. If the Response Coordination Team is unable to meet with the Victim the Response Coordination Team must determine what steps it will take.
4. With the Victim's knowledge and in coordination with the work of the Committee on Ministry in this matter, the Response Coordination Team will make sure that the appropriate persons or groups meet with the Accused to advise the Accused of this Policy, review both the non-disciplinary responses and the disciplinary procedures which may be used by the Accused, assess support needs, and offer resources of support and care for the Accused and family.

OTHER STEPS

1. The Response Coordination Team may work with the Session, employer, staff, volunteers or others that may be affected by the alleged misconduct, with the permission of the Committee on Ministry.
2. In carrying out its responsibilities the Response Coordination Team may consult with other members of the Response Coordination Team Pool, and may enlist the assistance of other presbyters to meet specific needs.
3. The Response Coordination Team will keep appropriate records of its meetings, contacts with the individuals involved, and arrangements made with resource persons providing support. The Response Coordination Team will forward to the chair of the Committee on Ministry any records, which the Response Coordination Team believes will be helpful.

ACKNOWLEDGEMENT

I acknowledge that on _____, I received a copy of the Sexual Misconduct Policy of Lake Huron Presbytery (dated _____), and that I agree to conduct myself in accordance with the policy in any involvement with or service to the Presbytery. I understand that this acknowledgement will be retained in a file in the office of the General Presbyter.

_____	_____
(signature)	(date)
_____	_____
(name)	

	(address)

(phone)	

Relationship to Presbytery (check all that apply):

- Inquirer
- Candidate
- Minister member
- Minister with permission to labor within the presbytery
- Commissioned Lay Pastor
- Certified Christian Educator
- Presbytery Employee
- Volunteer
- Elder/Deacon of _____ Presbyterian Church, _____
- Member of _____ Presbyterian Church, _____

6/4/02

Sexual Harassment Complaint Form

Presbytery of Lake Huron

Date of offense:

Time of Day:

Place:

By whom:

What happened:

Any witnesses:

Name of person submitting form: _____

Signature: _____

Date: _____

Give to one or all of the following: your Supervisor, General Presbyter, or a member of the Administrative Team.

Name of person receiving this form: _____

Signature: _____

Date: _____

Acknowledgement of Receipt of Policies Handbook

I acknowledge receipt of the Presbytery of Lake Huron Personnel Policies Handbook dated _____ . I understand that the Handbook is prepared to familiarize all employees with the policies adopted by the Presbytery. I understand that the Handbook should be consulted when questions arise concerning the responsibilities of the Presbytery to its employees and the responsibilities of the employee to the Presbytery and its members. I further understand that from time to time, conditions or circumstances may require the Presbytery to make exceptions to these policies, or to change, modify, amend or delete policies in this Handbook. I further understand that the Handbook is not a contract, express or implied, guaranteeing employment for any specific duration and that I am an at-will employee.

I agree that any action or suit against the Presbytery arising out of my employment or termination of employment, including, but not limited to, claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary.

Dated: _____

Employee signature

Print name

Systems Policy Employee Acknowledgement

I understand that all electronic and telephonic communications systems and all information transmitted by, received from, or stored in these systems are the property of the Presbytery of Lake Huron. I also understand that these systems are to be used within the guidelines stated in the Personnel Policies Handbook, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

I agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to the Presbytery of Lake Huron monitoring my use of this equipment at any time at its discretion. Such monitoring may include reviewing all messages and files stored in these systems. I further agree to provide the Presbytery of Lake Huron with all pass codes and passwords used by me upon request.

Dated: _____

Employee signature

Print name

THE PRESBYTERY PERSONNEL POLICIES
ADOPTED BY THE PRESBYTERY OF LAKE HURON:
December 4, 1990

AMENDED BY THE PRESBYTERY OF LAKE HURON:
September 17, 1991
September 19, 1995
October 24, 1995
March 3, 1998
December 2, 2003
October 3, 2006

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