
PERSONNEL POLICY MANUAL AND EMPLOYEE HANDBOOK

Northampton Presbyterian Church
(215) 357-8282



AUGUST 2024

Holland, PA

Northampton Presbyterian Church

ENTIRE HANDBOOK UPDATED AND APPROVED BY SESSION: AUGUST 2022

ADDITIONAL AMENDMENTS APPROVED AND ADDED: 2023 AND 2024

Contents

1	RECEIPT OF PERSONNEL POLICY BY STAFF	3
2	WELCOME TO NORTHAMPTON PRESBYTERIAN CHURCH.....	5
3	NORTHAMPTON PRESBYTERIAN CHURCH STATEMENT OF VISION AND VALUES.....	6
4	PREFACE.....	7
4.1	Intent	7
4.2	Employment Categories.....	7
5	PERSONNEL POLICIES	8
5.1	Ethical Standards and Conflicts of Interest.....	8
5.2	Open Door Policy and Suggestions.....	8
5.3	Equal Employment Opportunity	9
5.4	Employment of Relatives.....	9
5.5	Employment of Church Members.....	9
5.6	Non-enrolled Children, including Staff Children.....	9
5.7	Immigration Law Compliance	10
5.8	Harassment and Sexual Harassment	10
5.9	Prevention of Bullying and Harassment	11
5.10	Protection of Children.....	15
5.11	Job-related illnesses and injuries and unsafe conditions.....	16
5.12	Skill Training	16
5.13	Separation of Employment.....	16
5.13.1	Voluntary Resignation.....	16
5.13.2	Involuntary Termination.....	16
6	CHURCH RULES AND REGULATIONS	18
6.1	Standards of Conduct.....	18
6.2	Absenteeism and Tardiness.....	18
6.3	Safety	18
6.4	Alcohol or Substance Abuse.....	18
6.5	Considerations for Smokers and Non-smokers.....	18
6.6	Social Media Policy	19
6.7	Outside Employment.....	19
6.8	Dress Code.....	19
6.9	Security / Loss prevention.....	19
6.10	Personnel Files.....	19
6.11	Telephone Use.....	19
7	COMPENSATION POLICIES	20
7.1	Position Descriptions	20
7.2	Introductory Period	20
7.3	Overtime Pay.....	20
7.4	Reimbursement of Expenses	21
7.5	Pay Period	21
7.6	Salary Administration	21
7.7	Time Keeping.....	22
7.8	Performance Appraisals	22
8	BENEFITS	23
8.1	Annual Vacation	23
8.2	Holidays	23
8.3	Worker’s Compensation	24

8.4	Social Security	24
8.5	Preschool Staff Paid Time Off (PTO), also known as “sick days”	24
8.6	Disability.....	25
8.7	Military Leave.....	25
8.8	Leaves of Absence, with Pay	25
8.9	Leaves of Absence, without Pay	25
8.10	Medical Care Insurance	26
8.11	Retirement Plan.....	26
8.12	God’s Window Tuition Benefits	26
9	COMPLAINT PROCEDURES	26
9.1	Discussion with Supervisor(s).....	27
9.2	Mediation by Session-designated Committee.....	27
9.3	Written Records	27
10	COMMITTEE CHARTERS	28
10.1	Budget, Finance & Stewardship.....	28
10.2	Christian Nurture Committee.....	29
10.3	Facilities Committee	29
10.4	Inreach/Outreach Committee	30
10.5	Nominating Committee.....	31
10.6	Personnel Committee	32
10.7	Worship and Music Committee	33
10.8	Memorial Funds	34
11	CONDUCT OF ELECTRONIC MEETINGS.....	36
12	PERSONNEL HANDBOOK APPROVAL AND AMENDMENTS	37

1 RECEIPT OF PERSONNEL POLICY BY STAFF

I understand that the employee handbook describes important information about this organization and that I should consult my supervisor regarding any questions not answered in the handbook.

Since provisions of the handbook are subject to change, I further understand that revisions to the handbook may supersede or eliminate one or more existing policies and that all such changes will be communicated through official notices.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received, read, understood and will comply with both the policies contained in this handbook and any revisions made to it.

Employee's Signature

Date

Employee's Name (Printed)

Please submit this copy to your supervisor.

RECEIPT OF PERSONNEL POLICY BY STAFF

I understand that the employee handbook describes important information about this organization and that I should consult my supervisor regarding any questions not answered in the handbook.

Since provisions of the handbook are subject to change, I further understand that revisions to the handbook may supersede or eliminate one or more existing policies and that all such changes will be communicated through official notices.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received, read, understood and will comply with both the policies contained in this handbook and any revisions made to it.

Employee’s Signature

Date

Employee’s Name (Printed)

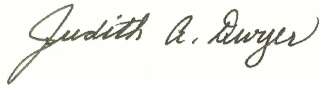
Please keep this copy for your records.

2 WELCOME TO NORTHAMPTON PRESBYTERIAN CHURCH

At Northampton Presbyterian Church, we seek to employ outstanding individuals who are willing to serve God. Through the efforts of our congregation and staff, Northampton Presbyterian Church has and continues to touch the lives of many people in the Bucks County community and beyond. One of the key elements of our outreach to the community is God's Window - A Christian Preschool including our enthusiastic and caring director and preschool staff.

To ensure continued success in pursuing our vision and values, we feel it is important that all employees understand our policies and procedures. This handbook serves to familiarize employees with the various aspects of policies for working at Northampton Presbyterian Church. I encourage you to use it as a valuable resource. If you have any questions, please do not hesitate to contact me as Pastor and Head of Staff.

Thank you for serving as a valued member of the Northampton Presbyterian Church team!

A handwritten signature in cursive script that reads "Judith A. Dwyer". The signature is written in black ink on a light-colored background.

The Rev. Judith Dwyer, Pastor and Head of Staff

3 NORTHAMPTON PRESBYTERIAN CHURCH STATEMENT OF VISION AND VALUES

God calls us to walk together as a joyful community centered upon Jesus. We will follow His call to become disciples and to make disciples of those who do not know the Lord, in our families and throughout the world. The Holy Spirit equips us for this great mission, transforming us into the likeness of Christ, as we faithfully pursue the following six Biblical values.

Authentic Worship (John 4:23): Heart-felt worship that is Christ-centered and Spirit-guided in which people can be genuine with God and each other

Life-changing Study of the Word (James 1:25): Providing a variety of teaching / learning environments in which the Holy Spirit helps people hear, understand, believe and obey the word of God

Ceaseless Prayer (1 Thes 5:17): Becoming a more prayerful people by developing and living in a continuous conversation with God

Active Outreach (Matt 10:42): Actively planting seeds that may bring nonbelievers to know Christ, by speaking honestly about what Jesus has done and is doing in our lives and allowing others to see His love for them through our actions

Faith-deepening Fellowship (Acts 2:42): Helping people form loving, Christ-centered friendships that strengthen the family of believers

Faithful Stewardship (2 Cor 9:6-9): Generously giving of our time, abilities, spiritual gifts, and material possessions to Christ's work, in grateful response to God's unconditional love for us

We pursue these six Biblical values with people of all ages, involving them in all aspects of the congregation's life, and helping families create an environment of discipleship at home and throughout the broader community.

4 PREFACE

4.1 Intent

The following guidelines are established as personnel policies of Northampton Presbyterian Church, a Pennsylvania non-profit corporation, hereinafter referred to as “the Church”, and are intended to cover the employment of all personnel. These policies do not establish any contractual obligation on the part of THE EMPLOYER OR THE EMPLOYEE either as presently written or amended, modified or changed. The Church is an at-will employer. This means that either the employee or employer can at any time, for any reason or no reason, with or without notice, terminate the employment relationship. The employer, the Church, is free to amend, modify or change policies at any time with or without notice. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

These policy guidelines are designed for broad directional application. They include local practices and procedures for the Church. However, nothing contained in any of these documents is intended to create an employment contract. Questions regarding interpretation of these policies shall be resolved by the Session or relevant Session committee and Pastor as Head of Staff.

A basic principle in the structure of the Presbyterian Church (USA) is that the Session has an assigned responsibility to enable mission and ministry within its bounds. To this end, the Church employs staff to assist in preparing for and implementing its decisions.

The Session shall determine which committees or persons may function as representatives of the employer and when, to what extent, and with whom such representation is appropriate. Each person or committee serving as the employer’s representative is in turn responsible to the employer or to a supervisor(s) from whom authority is derived and delegated.

At the time of employment, the Session or its designate will communicate to each employee the personnel policies and procedures pertinent to their employment, including identification of the offices, persons or committees involved in the administration and oversight of the system. Ordinarily changes to these policies will be communicated to the staff.

Some sections of this manual do not apply to all employees and are noted as such.

4.2 Employment Categories

- Employer - The employer of all church staff is the Church, a Pennsylvania corporation which is an exempt organization under the Internal Revenue Code under Section 501(c)(3).
- Regular Full-time Staff - Employees of the Church who are regularly scheduled to work 40 or more hours per week and who are employed for a period of 12 months each year are considered to be regular full-time staff.
- Temporary Full-time Staff - Employees of the Church who are scheduled to work 40 or more hours per week and who are employed for a period of less than 12 months each year are considered to be temporary full-time staff.

- Regular Part-time Staff - Employees of the Church who are regularly scheduled to work less than 40 hours per week and who are employed for a period of 12 months each year are considered to be regular part-time staff.
- Temporary Part-time Staff - Employees of the Church who are scheduled to work less than 40 hours per week and who are employed for a period of less than 12 months each year are temporary part-time staff.
- Preschool Staff - Employees of the Preschool are considered staff of the Preschool during the school year.

Employees in the above categories are considered “staff” for purposes of this manual. Contractors and services providers are not considered employees or staff.

5 PERSONNEL POLICIES

The following principles guide the administration of all personnel policies and guidelines.

5.1 Ethical Standards and Conflicts of Interest

Northampton Presbyterian Church aims to maintain an excellent reputation for conducting its activities with fairness and integrity and in accordance with the highest ethical standards. As an employee you are obligated to uphold that reputation in every activity. If you are ever in doubt whether an activity meets our ethical standards or compromises Northampton Presbyterian Church’s reputation, please discuss it with the Pastor. For employees of the Preschool, you may discuss with the Director of the Preschool or the Pastor.

No employee shall accept any gift, gratuity, grant service or any special favor from any person or persons or businesses which provide or receive goods and services or seek to provide or receive goods and services to or from the Church. However, minor courtesies such as luncheons, dinners or similar arrangements in connection with business discussions may be received.

All employees should avoid even the appearance of conflict of interest, or any other inappropriate conduct. If an employee discovers that he/she may be in a position of conflict, he/she should immediately report this conflict to the Pastor or for employees of the Preschool, to the Director of the Preschool.

Employees who hold other paid positions should ensure that such outside employment will not interfere with the performance of their duties or produce a conflict of interest in pursuit of those duties. Any question regarding this should be reviewed with the Pastor or for employees of the Preschool, to the Director of the Preschool.

5.2 Open Door Policy and Suggestions

Employees are encouraged to share their concerns, seek information, provide input, and resolve problems/issues through the Preschool Director for Preschool employees and to the Pastor for church employees. The Preschool Director or Pastor are expected to listen to employee concerns, to encourage their input, and to seek resolution to their problems/issues. If you feel your problem has not been fairly resolved, you may take your issue to the church Session or relevant Session committee or for Preschool employees to the Pastor as Head of Staff, who will relay your concerns to the Preschool Board.

If an employee has any suggestions or ideas that would benefit God’s Window – a Christian Preschool or Northampton Presbyterian Church, we encourage you to tell us about them. We are always looking for

suggestions that improve methods, procedures and working conditions, reduce costs or errors, and benefit the Church, the Preschool, our employees, and our community.

5.3 Equal Employment Opportunity

Northampton Presbyterian Church is committed to a strong policy of equal employment opportunity. We ensure equal opportunity for all staff employees and applicants for employment. We hire, train, promote, compensate and dismiss staff employees without regard for race, color, religion, gender, sexual orientation, national origin, age, marital or veteran status, disability or citizenship, as well as other classifications protected by applicable state or local laws. Pastoral Staff employment is governed by the Presbytery of Philadelphia, Presbyterian Church (USA) and the constitution of the Presbyterian Church (USA) in accord with its equal employment opportunity statements.

Positions which require a thorough knowledge of, and commitment to, the beliefs and governance of the Presbyterian Church (USA) will be clearly identified.

5.4 Employment of Relatives

Northampton Presbyterian Church has no prohibition against hiring relatives of current employees. However, one general restriction has been established to help assure fair treatment of all employees. While we accept and consider applications for employment from relatives and close family members such as parents, children, spouses or in-laws, such persons will not be hired into or transferred into positions where they directly or indirectly supervise or are supervised by another family member. For the purposes of clarity, “supervision” in this context is defined as decisions relating to hiring, firing, disciplinary action, performance reviews and salary.

5.5 Employment of Church Members

Given the potential for conflicts of interest, Northampton Presbyterian Church Session generally discourages employment of Church members for any staff position.

5.6 Non-enrolled Children, including Staff Children

Approved by God’s Window Board May 2024.

To provide adequate supervision by the teachers and aides and to maintain the approved ratios of teachers to children, only children enrolled in one or more God’s Window classes will be allowed in the building during school hours. Non-enrolled children, including siblings of enrolled children or children of God’s Windows employees will not be permitted in regular God’s Windows classes or other activities. This does not apply to special God’s Window events (e.g. Christmas program, graduation, etc.) where non-enrolled children may attend when accompanied by a parent.

5.7 Immigration Law Compliance

Northampton Presbyterian Church employs only United States Citizens and aliens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986. Each new employee must properly complete, sign and date the first section of the Immigration and Naturalization Service Form I-9. Rehired employees must also complete form I-9 if not previously on file with the Church, if their previous I-9 is more than three years old or if their previous I-9 is no longer valid.

5.8 Harassment and Sexual Harassment

It is prohibited to harass others on the basis of their gender, age, race, color, national origin, religion, marital or veteran status, citizenship, disability, sexual orientation or other personal characteristics. Harassment includes making derogatory remarks about such characteristics, making "jokes" about ethnic or other groups, and other verbal, physical and visual behavior.

It is the policy of Session to maintain a workplace free of any form of harassment, sexual harassment or sexual intimidation from any Church employee, including supervisors, or from non-employee contacts. Any form of sexual harassment is unacceptable behavior within the workplace and is subject to appropriate disciplinary action.

Sexual harassment includes but is not limited to unwelcome and unsolicited sexual advances, requests for sexual favors, insulting or demeaning conduct based on gender, and other verbal, visual or physical conduct of a 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, sexual 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 intimidating, hostile or offensive work environment.

Any Church employee who believes in good faith that there has been a violation of this policy should report the perceived violation as soon as possible, either to the supervisor(s), the Pastor, or the appropriate Session-designated committee. Any complaint received by the supervisor(s) or the Pastor must be reported to the Administrative Committee or Session's designee within two working days. If the matter cannot be resolved between parties involved, the Pastor and the Administrative Committee / Session designee will investigate and properly document all allegations promptly and confidentially, and the employee alleging harassment will be advised of the findings and conclusion. Disciplinary action, including dismissal when appropriate, will be taken where it is determined that sexual harassment did occur or where the supervisor(s) has failed to report violation of this policy or employee complaints of sexual harassment to the Pastor and the Administrative Committee.

There will be no retaliation against any employee for making a sexual harassment complaint.

Any employee who feels harassed has the right to file a charge with the Equal Employment Opportunity Commission, and in some states with a state agency. Before filing a charge, the employee is encouraged to speak first with the Pastor, or if not appropriate, to any member of the Administrative Committee or any other member of the Session, in an attempt to reach resolution. The Pastor is open to listening to such complaints and will refer them to the appropriate authority.

5.9 Prevention of Bullying and Harassment

STATEMENT OF COMMITMENT

God calls the church and all of its ministries, of which God's Window Preschool is one, to foster relationships of the utmost integrity, truthfulness and trustworthiness. Harassment and bullying – however rare - will not be tolerated. All complaints of harassment and bullying will be taken seriously and thoroughly investigated

BULLYING AND HARASSMENT DEFINED:

Bullying and harassment includes any behavior, written words or speech which an individual or group knows, or ought reasonably to know, could have the potential effect of offending, humiliating, intimidating or isolating an individual or group to the extent that it causes actual harm or distress to the target(s), normally but not exclusively after a series of incidents over a prolonged period of time. Lack of intent does not diminish, excuse or negate the impact on the target or the distress caused.

Bullying and harassment may manifest in a variety of different ways. Usually persistent and often unpredictable, bullying can amount to severe psychological intimidation. It is insidious and undermines the ability and confidence of the person suffering from it.

It can lead to fear, isolation, demotivation and reduced output, poor concentration, symptoms of stress, a noticeable level of sickness, absence or sporadic attendance, psychological, emotional and physical harm.

Harassment, in general terms, is unwanted conduct, written words or speech affecting the dignity of persons in the workplace. It may be related to age, sex, race, disability, religious belief (including theology or churchmanship), nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The important point is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

If a person complains that they are being bullied or harassed, then they have a grievance, which will be dealt with regardless of whether or not their complaint accords with a standard definition. Guidelines for dealing with inappropriate behavior are set out in the Employee Manual. Where inappropriate behavior involves children, reference should be made to the Child Protection Policy of Northampton Presbyterian Church and God's Window Preschool.

Both Northampton Presbyterian Church and the God's Window Preschool are committed to the wellbeing of everyone within the church and preschool communities. The wellbeing of each person encompasses his/her spiritual, emotional, social and physical development and safety, and each person, whether employer or employee, adult or child has a right to feel safe, secure and accepted.

All ministries of Northampton Presbyterian Church aim to prevent bullying and harassment, raise awareness and encourage reporting. This Anti-Bullying Policy applies to all staff and volunteers in our church and God's Window Preschool and includes children, youth, parents/caregivers and church members. It is the responsibility of all members of the Northampton Presbyterian and God's Window Preschool communities to be aware of, support and enforce this Anti-Bullying Policy.

Both Northampton Presbyterian Church and God's Window Preschool aim to create a safe, supportive and caring Christian environment free of intimidation where people are loved, accepted, and respected. Any behavior that contradicts this philosophy will not be tolerated. All information received will remain confidential and secure except where:

- information is subpoenaed by a court
- failure to disclose the information would place the person or another person at risk

Bullying is actionable under federal law only when the basis for it is tied to a protected category, such as race or gender. Specifically, Title VII of the Civil Rights Act of 1964 prohibits harassment on the basis of color, national origin, race, religion and sex. Other federal laws prohibit such behavior on the basis of age, disability and genetic information.

EXAMPLES:

Bullying is defined as ongoing physical, emotional or verbal aggression by one or more people against others that creates a risk to mental and/or physical health and the safety of victims. Bullying behavior involves one or more of three key features:

- it involves the intentional misuse of power in a relationship
- it is ongoing and repeated
- it involves behaviors that can cause harm.

This list of behaviors is not exhaustive but gives a clear indication of the sorts of actions that constitute bullying or harassment:

- removing areas of responsibility without discussion or notice
- isolating someone or deliberately ignoring or excluding them from activities
- consistently attacking someone's professional or personal standing
- setting out to make someone appear incompetent
- persistently picking on someone in front of others
- deliberately sabotaging another's work or actions
- deliberately withholding information or providing incorrect information
- overloading with work/reducing deadlines without paying attention to any protest
- displaying offensive material
- use of e-mails to reprimand, insult or otherwise inform someone of their apparent failing, either to the individual or to third parties
- repeatedly shouting or swearing in public or in private
- spreading malicious rumors to third parties
- publicly humiliating by constant innuendo, belittling and 'putting down'
- personal insults and name-calling
- aggressive gestures, verbal threats and intimidation
- persistent threats about security
- making false accusations
- aggressive bodily posture or physical contact
- talking/shouting directly into someone's face
- direct physical intimidation, violence or assault
- making jokes about or intentionally demeaning an individual

The most serious incidents might result in:

- creating an unsafe working environment
- ignoring signs of overwork and extreme stress

- putting someone’s health physically, emotionally or psychologically at risk by making them upset, frightened and/or ridiculed

It is important to distinguish between bullying and behavior that is reasonable in a particular context. For example, there may be occasions where shortcomings in performance are being addressed and more incisive behavior is interpreted as bullying simply because the recipient is unused to being challenged, disciplined or asked to account for their actions.

Bullying can involve physical contact or be of a psychological nature. It can be direct, as in name-calling and hitting, and be done indirectly by excluding or rumor -spreading. Harmful behaviors may include ongoing harassment, social vilification, and ridicule.

Cyber-bullying is a form of bullying carried out through computing, mobile devices or internet services such as e-mail, chats, discussion boards, online social networking, apps, memes or websites. Bullying can be done through mobile phone technologies such as SMS, voice and/or video recordings and still photography.

RIGHTS AND RESPONSIBILITIES:

All who are employed by Northampton Presbyterian Church and God’s Window Preschool have a right to:

- enjoy a safe environment free from fear of bullying, harassment and intimidation
- know their concerns will be taken seriously and addressed
- receive appropriate support

PASTOR/SUPERVISOR RESPONSIBILITIES:

- Refrain from bullying behaviors
- Model anti-bullying attitudes and behavior in love
- Encourage respect and acceptance of others despite differences
- Be alert to signs of distress or suspected incidents
- Listen honestly and without negative judgments to reports of bullying
- Ensure the immediate safety of the victim and provide appropriate support
- Report bullying of self or others or an incident of suspected bullying as soon as possible following the process outlined in the Employee Manual.
- Assist with implementing the Northampton Presbyterian Church Anti-Bullying policy

EMPLOYEE/VOLUNTEER RESPONSIBILITIES:

- Refrain from bullying behaviors
- Model anti-bullying attitudes and behaviors in love
- Model respect for all staff, coordinators, teachers and helpers of God’s Window Preschool and Northampton Presbyterian Church
- Speak out against bullying and report it when they see it
- Report bullying of self or others or an incident of suspected bullying as soon as possible following the process outlined in the Guidelines herein.
- Assist with implementing the Northampton Presbyterian Church Anti-Bullying policy

CONFIDENTIALITY:

It is our policy that these matters are to be treated with absolute confidentiality and that no action will be taken

without the willing consent of the person who feels he or she has been a target.

WHAT BULLYING IS NOT:

Many distressing and unacceptable behaviors are not examples of bullying, even though they are often unpleasant and require leader intervention and management. In mutual conflict situations, there is an argument or disagreement between people but does not necessarily include an imbalance of power. Both parties are upset and desire a resolution to the problem. However, unresolved mutual conflict may develop into a bullying situation with one person becoming targeted repeatedly for retaliation in a one-sided way.

Single episodes of nastiness, meanness, a random act of aggression or intimidation are not the same as bullying. Northampton Presbyterian Church and God's Window Preschool have a duty of care to provide all staff, employees, volunteers, children and members with a safe and supportive environment where single episodes of nastiness or physical aggression will not be ignored or condoned, and instances of bullying are recognized and resolved in a Biblical manner.

FALSE ACCUSATION:

False accusations are a serious matter. The behavior of anyone who is found to have made an unfounded, deliberately malicious complaint or allegation will be regarded with the utmost seriousness and where possible formal action taken. Supervisors, employees and volunteers could be subject to an action for defamation if they have made false accusations against someone else.

RECOMMENDED GUIDELINES FOR DEALING WITH INAPPROPRIATE BEHAVIOR:

When any incident of inappropriate behavior involving pastors, church staff, preschool staff, employees or congregation members occurs, the following steps are recommended. These steps are without prejudice to the legal rights and responsibilities of the individuals involved.

1. Making a note of the incident

In the event of an incident of inappropriate behavior the people involved are strongly advised to write down exactly what happened, when, where and in the presence of whom. Such a record should include any words used and witness statements if possible and should be made as soon as possible after the alleged incident occurred.

2. Initial informal response

The first step in response to an incident is for the person affected to consider requesting the alleged perpetrator(s) either orally or in writing not to repeat that behavior. The person affected might go to the perpetrator alone or with a friend, or follow up with a friend if a one-to-one approach does not work. It is hoped that many incidents will be resolve with understanding and respect in this way.

3. Formal Resolution

If such a response does not lead to a satisfactory outcome; or if the person affected does not wish to confront the alleged perpetrator; or if the person affected thinks that a more significant response is required, then further action is necessary. At this stage, the person affected might wish to consult a friend or colleague for advice. Where relevant they might wish to take advice on their legal rights.

Incidents of inappropriate behavior that are not able to be resolved informally will be dealt with through existing grievance procedures. Any incident which falls under the grievance procedures of the Northampton Presbyterian Church Personnel Policy Manual and Employee Handbook shall be dealt with under that policy in line with employment legislation.

Any incident involving a member of the clergy shall be referred to the Commission on Ministry of the

Presbytery of Philadelphia.

Any incident that does not involve a complaint against a member of the clergy should be handled within the bounds of Northampton Presbyterian Church. The church might wish to consult the Moderator of the Commission on Ministry at the Presbytery. All church and preschool employees, office holders, church members and volunteers have personal responsibilities for upholding the principles of equal opportunity and helping others to achieve the aims of this policy.¹

4. **Retaliation is prohibited.**

This policy strictly prohibits any retaliation against an employee or other person who reports a concern about harassment or other inappropriate behavior.

5.10 Protection of Children

All Preschool staff are required to pass a criminal record check, child abuse clearance and FBI fingerprint check.

The Pennsylvania Child Protection Act (Title 23) determines mandated reporters as those individuals who are legally obligated to report suspected abuse, neglect or exploitation. Two categories of mandated reporters that pertain to Northampton Presbyterian Church are:

- A clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization.
- An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, is a person responsible for the child's welfare or has direct contact with children.

Additionally, individuals may meet other mandated reporter criteria based on their personal or professional profiles.

Knowing and willful failure to report suspected child abuse/neglect will result in disciplinary action or termination.

All reports should be documented in writing and brought to the attention of the following:

- For the Preschool: to the Preschool Director who will ensure the Pastor as Head of Staff is informed
- For the Church: to the Pastor and Session's designated committee or individual

If the accused is the Pastor – reports should be brought to the Session's designee committee or individual

If the accused is the Preschool Director, the report should be brought to the Pastor and Session's designated committee or individual.

Child abuse reports are phoned into the Pennsylvania Childline at 1-800-932-0313. Mandated reporters may file reports online at the Child Welfare Portal <https://www.compass.state.pa.us/cwis/public/home>

During all phases of an incident of suspected abuse/neglect it is imperative to maintain confidentiality.

¹ This policy is a living document subject to amendment and created with the assistance of the Church Mutual Insurance Company: [Best Insurance for Churches, Nonprofits, Schools | Church Mutual Insurance](#), as well as the CCS Anti-Bullying Policy of the Calvary Chapel, Sydney [Calvary Chapel Sydney \(calvarysydney.com\)](http://calvarysydney.com) and the Diocese of St Albans [Preventing Bullying and Harassment Policy - Diocese of St Albans \(anglican.org\)](http://Preventing Bullying and Harassment Policy - Diocese of St Albans (anglican.org)).

5.11 Job-related illnesses and injuries and unsafe conditions

All job-related injuries and illnesses, regardless of severity, must be reported immediately. Employees should also report any unsafe conditions or circumstances to prevent accidents. It is the responsibility of employees to do everything reasonable and necessary to maintain a safe work environment. For Preschool staff, please report to the Preschool Director and / or the Preschool Board. For all other staff, please report to the Pastor or the President of the Corporation or the Facilities Chairperson.

5.12 Skill Training

The Session or relevant Session committee will consider all requests for training which will enhance our staff's skill and/or provide opportunities for alternate assignments. Church needs and economic considerations will be included in this assessment.

Preschool:

- All preschool staff members are required to obtain 6 continuing education units per school year. Verification of credits will be submitted to the preschool director upon completion. Continuing education credits are paid for by staff members.
- CPR certification and pediatric first aid certification are required every 2 years by the state and is paid for by the preschool.

5.13 Separation of Employment

Northampton Presbyterian strives to retain good employees. NPC is an at-will employer. Employment at the Church is for no specified time, regardless of length of service. Just as you are free to leave for any reason, we reserve the same right to end our relationship with you at any time, with or without notice, for any reason not prohibited by law.

The term "separation" shall refer to any and all terminations of the relationship between an employee and the Church.

5.13.1 Voluntary Resignation

A voluntary choice of separation freely made by the employee may take place after a minimum of two week's written notice. All such employees will receive pay for unused accrued Paid Time Off (PTO). Accrued PTO pay is forfeited if notice is not given. In cases where an employee has used a greater number of PTO days than had been earned prior to the voluntary resignation, the employee's final pay shall be reduced proportionately.

5.13.2 Involuntary Termination

Employment may be terminated by the Church under the following circumstances:

Disciplinary Termination

Termination or dismissal for cause may occur immediately upon written notice from the Session's designee or committee, stating specific reasons for termination. Termination for cause is considered to be an action of last resort, normally taken only after remedial measures have proven ineffective or when employee conduct is such as to preclude further employment.

The Preschool Director has the authority, if there is just cause, to immediately suspend a preschool staff member without pay. The official termination process will then be carried out by the Preschool Board, which acts as representatives of the Church Session.

Following are examples of conduct deemed sufficiently serious that, when documented after reasonable investigation, may result in immediate termination of employment:

- Misappropriation of Church funds
- Illegal, dishonest or unethical conduct
- Insubordination
- Use of alcohol or illegal drugs on Church property
- Other acts which endanger the safety of persons or property
- Conviction of any serious crime or offense

Performance Related Termination

Employees may also be terminated in the event of continued violations of other Church rules or policies. Actions which may result in disciplinary action including suspension or termination include, but are not limited to:

- Unsatisfactory work performance or conduct
- Excessive absences or tardiness
- Falsification of timekeeping records
- Neglect or improper conduct in the care and use of Church property and funds
- Theft or unauthorized removal or possession of Church property
- Violation of Church policies
- Sexual or other harassment
- Fighting or threatening violence in the workplace
- Disruptive activity in the workplace
- Insubordination or other disrespectful conduct
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace
- Possession of dangerous or unauthorized materials, such as weapons, explosives or firearms, in the workplace

Employees terminated for cause will be paid unused, accrued Paid Time Off.

Termination without Prejudice

Employees may be terminated without prejudice for reasons which the Session's designee or committee, in its discretion, deems sufficient, upon the recommendation of the employee's supervisor(s).

Employees terminated without prejudice will be entitled to notice of two weeks.

6 CHURCH RULES AND REGULATIONS

It is the objective of the Session to establish and administer a process that will result in equitable working hours for its employees; necessary equipment being made available to perform tasks; humane treatment; and clean, pleasant and safe working conditions; to the extent these aspirations are feasible within the goals and financial capacity of the Church.

6.1 Standards of Conduct

Every organization has certain guidelines that were developed to reflect good business practices. In establishing any rules of conduct, the Church has no intention of restricting the personal rights of any individual. Rather, we wish to define guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On-time and alert when scheduled to be at work
- Engaged, careful and conscientious in performance of their duties
- Thoughtful and considerate of other people
- Courteous and helpful with visitors, preschool students and parents, church members, other employees and vendors / contractors

6.2 Absenteeism and Tardiness

Northampton Presbyterian Church expects employees to be at work on time and to work their assigned day's schedule. Employees who will be absent from work for any reason must notify the Pastor as head of staff or the Preschool Director for Preschool staff. Repeated absenteeism and/or tardiness may lead to disciplinary action up to and including termination.

6.3 Safety

Employees are expected to conduct themselves in a safe manner, use good judgment and common sense in matters of safety, observe any safety rules posted in various areas, and follow all state safety regulations.

6.4 Alcohol or Substance Abuse

Northampton Presbyterian Church will not tolerate any alcohol or substance abuse on its premises. Any employee suspected of reporting for work under the influence of alcohol or controlled drugs will be asked to leave immediately and will not be paid for the day. Employees who are suspected of being under the influence of drugs or alcohol while at work will be subject to an investigation of the allegation and possible disciplinary actions.

6.5 Considerations for Smokers and Non-smokers

Smoking is prohibited within the building(s) of the Church and within 50 feet of building entrances. Cigarette butts and matches and vaping cartridges must be disposed of properly and not littered on the property.

6.6 Social Media Policy

It is imperative that our church and God's Window are responsibly represented on social media. Related posts, including photos, events, tags, etc. shall be posted only by designated personnel.

Personal social media posts shall reflect the values, conduct and intent reflected in this document.

6.7 Outside Employment

NPC does not limit an employee's activities during non-working hours unless those activities interfere with or conflict with the performance of his/her job or create a conflict of interest.

6.8 Dress Code

What we wear to work is a reflection of the pride we have in Northampton Presbyterian Church. To interact favorably with church members, preschool students and the public, it is important for all employees to present a neat and professional appearance. Clothing must not constitute a safety hazard nor be provocative. Employees are expected to exercise good judgment in their choices of clothing and footwear.

6.9 Security / Loss prevention

For the safety and security of staff and students, Northampton Presbyterian Church shall remain locked during business hours, during preschool hours, and after hours. The church is unlocked prior to worship services and church-sponsored events, meetings, rehearsals, etc., and then locked at the conclusion of these activities.

Employees are encouraged to assist the church in ensuring that the church building is not compromised in any way. Violations of this procedure may result in immediate termination. Loss of assigned key fobs may result in payment for replacement or termination of employment. Employees are expected to care for and protect equipment that is used during the course of employment.

6.10 Personnel Files

Northampton Presbyterian Church maintains personnel files on all employees. It is important to keep your personal information up to date because these records are used for payroll administration, notification in case of emergency, etc. Your personnel file is the property of Northampton Presbyterian Church. The Church strives to maintain the confidentiality of employment records.

Contact the Pastor or Preschool Director for Preschool employees if there are any changes in your:

- Legal name
- Email address
- Home address
- Phone number
- Emergency contact information

6.11 Telephone Use

House telephones are used for business and ministry purposes. Personal use of the telephone should be limited to emergencies and important circumstances. Also, personal calls should be brief. Personal long- distance calls are not permitted. Use of a personal cell phone shall not interfere with delivery or the appearance of the delivery of the employee's job duties.

7 COMPENSATION POLICIES

The goal of the Session is to establish and administer a process of compensation wherein the individual employee's compensation is determined on the basis of a system of job evaluation, tenure and classification, and where salary ranges and increments are determined in light of economic factors and an annual performance review and evaluation. This process includes interpretation of the salary program to employees in describing their jobs.

7.1 Position Descriptions

Each employee shall be expected to perform all assigned duties and tasks. A description for each position approved by the Session shall be prepared by the Session-designee or appropriate Committee Chairperson and the Pastor. Position descriptions will be kept current through review and alteration whenever significant changes in the position responsibilities are evident. Opportunity shall be given for the employee to suggest changes in the position description during the annual evaluation with his/her supervisor(s). Position descriptions will include those duties regularly assigned to employees and are not intended to limit the ability of supervisor(s) to assign tasks as needed to accomplish the work of the Church. Major revision of position descriptions must be approved by the appropriate Committee Chairperson and the Pastor.

7.2 Introductory Period

Staff persons are employed for an indefinite period, subject to a three-month introductory period at the beginning of employment and a six-month introductory period (1 semester) for preschool staff. During this introductory period, the employee and the supervisor(s) have an opportunity to evaluate the employee's interest and qualifications for the position under actual working conditions.

Prior to designation as regular employment, a performance appraisal is prepared and discussed with the employee by his/her supervisor(s). When all requirements for regular employment are completed satisfactorily, regular employment will begin with the next pay period. If the performance appraisal is deemed unsatisfactory by the supervisor(s), or if the employee decides not to remain after the introductory period, then the relationship between the employee and the Church shall terminate.

7.3 Overtime Pay

The Fair Labor Standards Act governs overtime pay with respect to non-exempt positions.

Persons employed in non-exempt positions shall be paid overtime wages for hours worked in excess of 40 hours per week. Overtime pay is at the rate of one-and-a-half times the regular hourly rates. All overtime work must be approved by the supervisor(s) in advance and by the Budget and Finance Committee, as to the availability of funds. If the normal work week is less than 40 hours, all hours worked up to 40 hours per week will be paid at the regular hourly rate or, at his/her sole discretion, the supervisor may choose to grant compensatory time of an hour

for each hour worked will be given in the same pay period. Similarly, compensatory time off may be given in the same pay period, in lieu of payment for hours worked in excess of 40 hours per week at the rate of one-and-a-half hours of compensatory time for each hour worked.

7.4 Reimbursement of Expenses

The Budget and Finance Committee will establish and administer a process wherein authorized expenses incurred by employees in the performance of their work assignments are reimbursed through an adequate, uniform, voucher-based system. Detailed receipts must be submitted for reimbursement of expenses.

7.5 Pay Period

For all non-pastoral employees, the standard pay period is monthly. The pay period for pastoral employees is per the terms of call. All employees are paid via direct deposit.

7.6 Salary Administration

Clarifications to preschool text regarding service anniversaries approved by Preschool Board and Session November 2022.

To the extent feasible, the Church will seek to maintain salary levels in a manner which is consistent internally, related to salaries paid by comparable external organizations and responsive to changes in cost of living.

All individual salaries will be reviewed annually by the Session's designee. Where there are changes in duties or responsibilities, individual salary adjustments will be based on both performance and available funds. Salary increases are based on merit, general economic conditions, Northampton Presbyterian Church's financial condition, or other factors. Salary increases are established by a vote of the Session, usually in regard to the approval of the operating budget. Pastoral call changes require a vote of the congregation, typically at the time of the Annual Meeting.

Preschool teachers are eligible for tenure-based salary increases after certain service anniversaries.

- After completion of two full years (two semesters per year) of service, the employee is eligible for a 1% raise or "bump" to take effect in year 3.
- After completion of 5 full years of service, the employee is eligible for a 1.5% increase in salary to take effect in year 6.
- After completion of 10 full years of service the employee is eligible for a 1.5% raise in year 11.
- After completion of 20 full years of service, the employee is eligible for a raise of 2% in year 21.

The above tenure related increases will be incremental to salary adjustments implemented for the GW staff as a group. The calculation of full years worked accrues regardless of position worked. Thus, if an employee worked 3 full years as an aide and then 2 full years as a teacher, that employee would be eligible for an increase of 1.5% in year 6. Increases are effective at the start of the fall semester following completion of the relevant number of full years worked. Thus, if an employee worked the Spring semester of 2018, both semesters of the 2018-2019 school year and both semesters of the 2019 – 2020 school year, the employee would be eligible for a salary increase at the start of the Fall semester for 2020.

Salary increases for Preschool Staff are approved by the Preschool Board as part of the Preschool budget. Employees are entitled to information on the salary ranges within which their positions fall.

7.7 Time Keeping

All employees are expected to work their agreed upon hours. Hourly employees shall keep a record of their days worked, time in and time out for inspection, upon request, by the Treasurer and/or Pastor. Timecards for Preschool employees are approved by the Preschool Director.

7.8 Performance Appraisals

An annual performance review and evaluation will be conducted for all staff by their immediate supervisor(s). For Preschool Employees, the performance reviews are conducted by the Preschool Director. Evaluations will be documented in writing and added to the employee's personnel file.

The form and format of the review will be approved by the Session's designated committee or individual for Church employees and the Preschool Board for Preschool employees. As scheduled, the process will follow these steps:

For church employees:

- The supervisor prepares the written review.
- The supervisor discusses the written review with the Session's designee. Upon request of the supervisor, a member of the Session will be available to participate in the review.
- After concurrence with the Session designee, the supervisor discusses the review with the employee, ensuring time for discussion / questions.
- The employee may make comments in the provided section, then signs his/her review and receives a copy of the signed review.
- The supervisor documents the results of the review, and reports the results to the Session designee
- The signed review is placed in the employee's personnel file.

For preschool employees:

- The Preschool Director prepares the written review.
- The Preschool Director discusses the written review with the employee, ensuring time for questions / discussion.
- The employee may make comments in the provided section, then signs his/her review and receives a copy of the signed review.
- The Preschool director may write a reply to the employee comments.
- The signed review is placed in the employee's personnel file. The Pastor as Head of Staff and the Preschool Board may examine performance reports as needed.

Whenever a supervisor determines that an employee's performance is below satisfactory level, the review process may be initiated, following the same steps as outlined above.

Should an employee feel that a review is in error, the employee should be encouraged to follow the steps outlined in Section 9 Complaint Procedures.

8 BENEFITS

Except as specifically indicated, BENEFITS are earned by employees classified as “regular full-time staff” and “regular part-time staff”. Preschool staff, although classified as regular part-time staff during the school year, earn BENEFITS in accordance with Preschool policies, unless specifically indicated herein.

8.1 Annual Vacation

Annual vacation applies to regular full time and regular part-time staff. It does not apply to Preschool Staff. Vacation for pastoral staff is per the terms of call.

No Vacation is earned during the introductory period. At the conclusion of the introductory period, vacation will be paid as follows:

Employees hired prior to March 31st will receive two normal worked weeks’ vacation. Anyone hired within the second or third quarter of the year will receive one normal worked week’s vacation. A “normal worked week” is defined as the regularly scheduled hours worked per week. For example, if an employee works three hours per day for three days a week, his/her normal work week would be nine hours.

- One to four years of service will receive two normal worked weeks’ vacation.
- Five to nine years’ service will receive three normal worked weeks’ vacation.
- Ten and beyond years’ service will receive four normal worked weeks’ vacation.

Vacation time must be taken in the year in which it is earned. Unused vacation time expires at the end of each year unless the employee has requested in writing and received approval by his/her supervisor to defer vacation until the next year. If an employee’s employment is terminated for any reason prior to the end of a year in which he/she has already taken a full vacation, an appropriate deduction will be made from the employee’s final paycheck.

In case of separation from employment (as defined herein), vacation for the current year will be prorated based upon the employee’s length of service at the date of termination of employment.

8.2 Holidays

Holidays will be recognized by rescheduling work hours for the Church’s hourly rated employees. Holidays for pastoral staff are per the terms of call.

The church office is closed in observance of the following holidays:

New Year’s Day
Martin Luther King, Jr.’s Birthday
President’s Day

Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Christmas Day

Of note – Juneteenth will be considered to be added as a day when the church office is closed. Session’s decision will be communicated to staff in due course.

The Preschool has constructed their schedule to include seven holidays as described in the annual calendar adopted by Council Rock School District. Teachers and hourly rated staff will be *paid* at straight time for these holidays. The holidays observed are:

New Year’s Day
Martin Luther King, Jr.’s Birthday
President’s Day
Good Friday
Memorial Day
Thanksgiving Day
Christmas Day

Approved by God’s Window Board May 2024:

Yom Kippur
Diwali
Eid al-Fitr

The Preschool will observe the following *unpaid* holidays.
Rosh Hashanah (2 days)

When a holiday falls on a Saturday or Sunday, it will be observed as a holiday on the nearest Friday or Monday, respectively.

8.3 Worker’s Compensation

All employees shall be covered by Worker’s Compensation insurance, in accordance with the state law of Pennsylvania, to provide for benefits in case of an on-the-job accident. All injuries incurred on the job must be reported to the supervisor IMMEDIATELY! An employee injured on the job will be paid with available leave time for time absent from work before workers’ compensation benefits begin.

8.4 Social Security

All personnel are covered by the Federal Old Age and Survivors Benefit Act (Social Security). The employee’s share of the tax is withheld from the employee’s wages.

8.5 Preschool Staff Paid Time Off (PTO), also known as “sick days”

Preschool employees are eligible for Paid Time Off equivalent to their prescribed hours worked in a single, normal work week. For example, preschool employees who work 5 mornings would be eligible for 5 mornings of

PTO per school year; preschool employees who work 3 mornings would be eligible for 3 mornings of PTO per school year, and so forth.

Advanced notice for PTO is required in writing to the preschool director for approval. The Director must be notified as early as possible, but always prior to the beginning of the school day. PTO will not be granted during the first 90 days of employment or in May and June without a demonstrated emergency. A PTO day used the day immediately before or the day immediately following a holiday will automatically require support by a doctor's note verifying the illness.

Any unused PTO days will be paid out in full at the end of the school year.

8.6 Disability

If an employee is absent due to any major illness, maternity leave or off-job injury, the Church will make compensation available at the prevailing rate of pay after two weeks of absence for a maximum of four normally scheduled work weeks.

Unused annual vacation time (regular full time or part time employees) or PTO (preschool employees) may be used during the first two weeks.

8.7 Military Leave

Up to two normally scheduled work weeks for regular training in the United States Armed Forces or the National Guard or other short term (2 weeks or less) reserve or Guard duty, without pay. If the employee's military pay for the training is less than his/her average church earnings for a like period Northampton Presbyterian Church will pay the difference to the employee for a period not exceeding two weeks. Such time off will not be considered annual vacation time or PTO.

8.8 Leaves of Absence, with Pay

Leaves of absence with pay are provided after the introductory period under the following circumstances:

Up to two normally scheduled work weeks annually for jury duty. Please contact the Pastor or Preschool Director (Preschool staff) promptly after receiving notification to appear.

This only applies to regular full-time employees: Up to one normally scheduled work week for bereavement in the event of a death in the immediate family: spouse, domestic partner, child, parent, grandparent, parent-in-law, brother or sister.

8.9 Leaves of Absence, without Pay

Leaves of absence without pay of up to five normally scheduled workdays may be granted if requested in writing and approved by the immediate supervisor in consultation with relevant Session-designee.

Leaves of absence without pay in excess of five normally scheduled workdays may be granted upon a request in writing and the approval of the Administrative Committee. 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.

8.10 Medical Care Insurance

Northampton Presbyterian Church does not provide coverage to non-pastoral staff for medical insurance.

8.11 Retirement Plan

Northampton Presbyterian Church does not provide a retirement benefit to non-pastoral staff. All staff are encouraged to consult financial advisors to develop personal retirement plans.

The Pastoral Staff are full participants in the Presbyterian Church (USA) Pension Plan and payments are made by the church according to the schedule provided by the Presbyterian Church (USA) Board of Pensions. The Pastoral Staff may also contribute through a 403b plan approved by the PC(USA), though their contributions are not matched by the church. This can be done up to the amount permitted by the Internal Revenue Service.

8.12 God’s Window Tuition Benefits

POSITION	TUITION BENEFIT –currently approved policy
Church Staff (Regular full time and regular part time)	Free tuition
Preschool Classroom Teachers	Free tuition
Preschool Classroom Aides	Free tuition AM session OR PM session ½ price tuition additional session
Support Staff: Floating Aides	½ price tuition
Support Staff: Transition Aides/Teachers	½ price tuition

9 COMPLAINT PROCEDURES

Northampton Presbyterian Church seeks to foster within its staff working relationships that

- affirm the importance of each individual and his/her contribution to the work being done.
- encourage mutual respect of both employee and supervisor.
- provide prompt answers to questions.
- minimize misunderstandings.
- seek effective resolutions of differences as quickly as possible.

It is the Church’s policy to facilitate the development of open, orderly channels of communication between all levels of management. Employees are encouraged to take initiative in seeking answers to their questions, or

solutions to their work-related problems, through immediate discussion with their supervisors. Supervisors are expected to maintain an open door to the employees responsible to them by encouraging communication, giving prompt attention to suggestions, and providing active assistance in dealing with concerns or complaints.

While the supervisor(s) is the normal avenue through which an employee may raise concerns, other channels outside the immediate working situation will be available to employees to discuss a concern, verify information, clarify personnel policies or obtain guidance.

An employee who feels he/she has been treated unfairly for any reason may contact the Preschool Director for Preschool employees or the Pastor or the Session's designee for church employees. The appropriate individual will investigate and try to resolve the matter with the employee. If unable to resolve the matter, for Preschool employees, the Preschool Director will report the matter to the Pastor, who will relay this information to the Preschool board. The Preschool employee may also contact the Pastor as Head of Staff.

To ensure promptness and equity in answering employee's complaints and to achieve early resolution of their working problems, it is recommended that employees initiate the following:

9.1 Discussion with Supervisor(s)

It is policy that the employee discuss the question or concern with the immediate supervisor(s) as soon as it arises. Supervisors are responsible to provide or secure necessary information regarding the matter and to seek resolution of the problem through open discussion with those involved.

Normally, an answer to an employee's concern should be given by the supervisor(s) within five working days. If this proves to be impossible, reasons for the delay should be given to the employee in writing by the supervisor(s) within five working days, and a specific date for reply should be established.

Where the problem is such that the employee prefers not to discuss it initially with his/her supervisor(s), the Pastor or Session-designee should be consulted. Where indicated, the situation may be reviewed with the employee and the supervisor(s) together in order to assist in developing a mutual understanding of the situation or in resolving any existing differences.

9.2 Mediation by Session-designated Committee

In those cases where a solution to a problem has not been worked out in discussion with an employee's supervisor(s) and/or the Pastor, or if no reply has been received within ten working days after the initial discussion with the supervisor(s) or the Pastor,

For church employees, the employee should consult the Session-designee

For Preschool employees, the employee should consult the Pastor as Head of Staff

Resolution of the issue should take place within five working days after the employee has consulted the Session-designee or Pastor, or the reasons for the delay should be given to the employee in writing.

- For church employees, action by the Session-designee, after consultation with the Session, shall be final. The Pastor MUST be informed throughout per PCUSA Polity.
- For preschool employees, action by the Preschool Director, after consultation and direction with the Pastor and Preschool Board shall be final.

9.3 Written Records

A confidential written record of the resolution of all complaints including notes of all meetings shall be kept in the employee's personnel file.

10 COMMITTEE CHARTERS

10.1 Budget, Finance & Stewardship

Purpose:

The Budget, Finance & Stewardship Committee's primary responsibilities include:

1. **Budgeting Process**
 - Establishing and facilitating the annual budget process.
 - Requesting and reviewing budget information from all appropriate entities.
2. **Annual Stewardship Campaign**
 - Conducting the annual pledge campaign.
 - Requesting program support during stewardship campaign and informing congregation of use of their funds.
3. **Treasury**
 - Proposing church treasurer candidate for election by Session.
 - Providing oversight for treasurer.
 - Reviewing and providing monthly operating statements prepared by treasurer to Session.
 - Scheduling annual audit and discussing findings with auditor.
4. **Investments**
 - Providing candidate for election as Chair of the Investment Committee by Session.
 - Serving as members of the Investment Committee.
 - Reviewing and providing monthly statements as prepared by the Chair of the Investment Committee to Session.
 - Ensuring compliance with and maintaining/updating the Capital Funds Investment Policy Statement as needed.
5. **Communication**
 - Keeping the Session informed of the church's financial condition.
 - Educating the congregation on the church's financial condition and finances.
 - Supporting requests for participation in other committee activities to support their programs.
 - Maintaining minutes of any Committee meeting and providing written reports to Session.
 - Submitting Annual Report of Committee activities for Annual Congregational Meeting in January.
6. **Relationship to Facilities Committee:**
 - Co-creating a strategy for maintaining current facility
 - Identifying facility update needs; planning for future expansions/remodels
 - Facilitating process of ensuring that staff work areas meet employee job requirements
 - Giving direction on mechanical equipment needs as requested by Facilities
 - Ensuring large capital expenditures are budgeted and resources are available when needed.

Membership:

The Budget, Finance & Stewardship Committee will usually be composed of at least two (2) Session members of Northampton Presbyterian Church. Church members who are not part of the Session may attend and participate in Committee meetings at the request of the Committee. The Committee shall nominate a Chairperson who will call and conduct meetings as needed

Meetings: The Committee will normally meet monthly or as called by the Chairperson.

Supervision:

The Committee is responsible, along with Session, for oversight of the Church Treasurer, the Chair of the Investment Committee, and the Audit Committee.

Reports:

Regular reports to Session as described above will be provided.

10.2 Christian Nurture Committee

Purpose:

The Christian Nurture Committee is charged with supporting each member of NPC in the pursuit of their individual faith journey, as well as the collective journey of the congregation. This is accomplished through the following areas of involvement:

- Adult Education (Christian Life Groups, speakers)
- Bible Study Groups
- Adult new member / transfer classes (as applicable)
- Retreats
- Confirmation (as applicable)
- Sunday School (as applicable)
- Childcare during worship and other special services/events

The committee is responsible for the development, design and structure of the above-mentioned activities in conversation with the Pastor.

Membership:

The Christian Nurture Committee is a committee of Session and as such shall have a minimum of one Session member. Due to the scope of this committee, it is common for two or more Session members to be assigned to this committee. The committee accepts membership from all interested members of the congregation. The chair of the committee is usually a Session member, but this is not required. Session representatives serve for a one year term, which can be renewed annually by Session for the length of the members' tenure on Session. Members from the congregation may serve for an unlimited period of time and will be renewed annually.

Meetings:

Meetings of the Christian Nurture Committee occur on an as-needed basis.

Supervision:

The Christian Nurture Committee supervises volunteer and paid childcare workers for all church programming. Staff positions that relate to programs of Christian Nurture are supervised by the Head of Staff, though their work may be overseen by the committee. When applicable, the Director of Sunday School is the staff position that relates to this committee.

Reports:

Written reports are provided to Session whenever the committee meets. An annual budget request is required to be submitted to the Budget, Finance & Stewardship Committee when requested on or about September of each year. An annual report of the year's activities is due for the Annual Congregational Meeting each January.

10.3 Facilities Committee

Purpose:

The Facilities Committee is charged with the maintenance, upkeep, repair and upgrading of the Northampton Presbyterian Church building and surrounding grounds. The committee is responsible for identifying and prioritizing repairs to the church building and providing budgetary information to support their activities. A list of potential projects should be provided to Session for information purposes. The committee coordinates the annual review and maintenance of all insurance coverage.

Membership:

The Committee membership is made up of at least one Session member, who is usually elected chair (though this is not a requirement), and members from the congregation who serve for 1 year. Committee membership can be renewed at the discretion of the Committee.

Meetings:

Meetings are held monthly to discuss overall committee responsibilities and to prioritize scheduling for each project, including whether the task can be completed by committee members or if it needs to be outsourced. Projects are also scheduled and prioritized throughout the month by email. If the project can be completed with in-house resources, the committee will proceed with the project. If the project needs more skilled attention, the committee will research vendors. At least three contractors must be contacted for estimates to complete the project. If the cost of completion is below a set cost of \$1,000 the committee shall decide which contractor receives the contract. If the cost of the project exceeds the set amount, the project will be taken before the Session for approval and the committee shall recommend the contractor it deems appropriate, regardless of estimates presented, with an explanation for not recommending the lowest estimate.

Oversight of snow removal, lawn care/landscaping and cleaning is the responsibility of the committee. All are contracted to outside vendors at present.

Supervision:

The committee is responsible, along with the head of staff and the Personnel Committee, for oversight of outside vendors.

Tasks:

Along with the Executive Officer of our BSA Scout Troop/Pack charter (currently the Pastor), the committee will select a Chartered Organization Rep (COR). When necessary, the committee will support the COR in their position and assist them with the Girl Scout Troops who meet at the church.

The committee will order, store and track inventory of products needed by the Cleaning Service as agreed upon by both.

Reports:

The committee provides monthly written reports to the Session. An annual budget request is required to be submitted to the Budget & Finance Committee when requested, usually in September or October each year. An annual report of the year's activities is due for the annual congregational meeting in January.

10.4 Inreach/Outreach Committee

Purpose:

The Inreach/Outreach Committee strives to build relationships within the congregation as well as between the congregation and the larger community by providing material and financial support for self-sustaining initiatives on a local, regional and global level. This includes identifying, organizing and encouraging participation in service projects that aid those in need, including programs of the PCUSA.

1. Local/congregational:
 - a. Reaching out to active as well as less active members (KIT) and assisting the Deacons in supporting members who are ill, homebound or in care.
 - b. Organizing and hosting traditional and new events to encourage relationship-building among members and between members and the surrounding community.
 - c. Hosting weekly coffee hour fellowship following worship.
 - d. Purchasing kitchen supplies such as paper products to support fellowship activities.
2. Community:
 - a. Including local youth as volunteers via participation in CRSD LINCS program.
 - b. Building partnership with local police and township officials.
3. Region:
 - a. Morrisville Food Cupboard
 - b. Bethany Christian Services
 - c. AHTN
 - d. Philly House
 - e. The Welcome Church
 - f. Phila. Presbytery/Synod
4. National/Global:
 - a. PCUSA: Presbyterian Mission Agency
 - i. Medical Benevolence Foundation
 - ii. Presbyterian Disaster Assistance
 - b. International Children's Aid Foundation

Membership:

The committee membership is open to any member of the congregation and any active non-members. The session members can range from 1-3 upon the discretion of the Minister.

Meetings:

The Inreach/Outreach Committee meets throughout the year as needed.

Supervision:

The Inreach/Outreach Committee does not oversee any employees. We welcome ideas submitted by the congregation and work to support other committees when possible. We support the weekly coffee hour and other congregational fellowship activities by purchasing supplies such as paper plates, napkins, tablecloths, silverware, serving pieces and general items needed.

Reports:

The Inreach/Outreach Committee reports monthly to the session. We report to the congregation throughout the year via the bulletin, newsletter, emails and announcements in the church service. We supply a written report to the congregation in the Annual Report in January.

Events:

Coffee Hour following church services; potluck suppers; movie nights; congregational picnics; Advent wreaths workshops; Hanging of the Greens and pizza dinner and other activities suggested by members.

10.5 Nominating Committee

Purpose:

The Nominating Committee recruits members to serve on the Session and the Board of Deacons as well as the Nominating Committee for the incoming year.

Process:

Nominations are presented to the congregation for election at the Congregational Meeting in June. The committee speaks with each graduating Session member and Deacon completing their first term to determine their desire to serve a second term. All Ruling Elders and Deacons completing their second term and/or six years of service must step down for a minimum of one year before serving again. The Nominating Committee begins its work after determining the number of elders and deacons needed each year. The Chair is a member of Session appointed by the Pastor. The Committee then proposes three members of the congregation, one of whom may also be a member of Session, to be elected by the congregation to serve on the following year's committee. Each new group of nominees should be representative of the diversity of the congregation. When possible, the Committee should refrain from nominating family members of those currently serving on Session. Employees may not be nominated.

Membership:

The committee membership is made up of as many as two session members, one of which is usually the chairperson. Members serve for one year, renewable annually. Additional members of the congregation, for a total of 4 committee members including the Chair, serve on the committee for one year.

Meetings:

The Nominating Committee usually begins meeting during the first calendar quarter of the year. Names of all Ruling Elder, Deacon and Nominating Committee nominees must be submitted for approval by the Session by May annually for election by the congregation at the June Congregational Meeting.

Supervision and Reporting:

The Nominating Committee does not supervise employees. The work of the Nominating Committee is confidential until such time as the slate of nominees is presented to the Session for approval in May. The Committee may advise the Session of progress made but is not required to submit monthly written reports. Per the schedule described in the paragraph above, the Committee will submit the slate of officers to the Session in a timely manner in order to facilitate the election of new officers at the annual Congregational Meeting held in June. A report will also be included in the Annual Report for the Congregational Meeting.

10.6 Personnel Committee

Purpose:

The Personnel Committee is a special committee of Session whose purpose is to establish the system for the effective hiring, development, supervision and separation of church and preschool personnel, and limited responsibilities related to the minister. This committee assures compliance with all pertinent legal and regulatory personnel requirements. Committee members

will exercise appropriate confidentiality and discretion in their duties. These duties include, but are not limited to:

- (1) recommending the staff/pastor compensation to Session;
- (2) developing, reviewing and revising the personnel policies, position descriptions, and procedures by which Northampton Presbyterian Church and God's Window Preschool operates;
- (3) assuring annual reviews of all staff by their designated supervisors ;
- (4) coordinating the annual review of the Pastor; and
- (5) assisting, as needed, in employee actions.

Membership:

The Personnel Committee is composed of at least three (3) individuals or as approved by Session. Two of the committee members shall be appointed by Session from sitting session members, one of which serves as the chairperson. At least one committee member shall be selected by the Session from the general membership of the church. Session membership shall be the majority on the Personnel Committee.

All members serve for a term of one year that can be renewed annually by the Session for the length of the member's tenure on Session, or an equivalent period for the member from the general membership.

Meetings:

The Personnel Committee meets on an as-needed basis and has no requirement for regular and on-going meetings.

Supervision:

The Personnel Committee does not serve as the direct supervisor for any staff position but acts in consultation with the Pastor/Head of Staff and Session committees.

Reports:

Regular written reports to Session are not required, but written updates on non-confidential, important matters are necessary. The following annual documents are required:

1. Annual reporting to Session of the final draft of the Pastor's review (due in January).
2. Annual reporting of completion of annual reviews of all staff (due in January).
3. Annual reporting to Session regarding the outcome of the policy and procedure review. (due in June)
4. Annual reporting to the Budget, Finance & Stewardship Committee with the recommendations for the staff and pastor's compensation. (due in November)
5. Annual report on the non-confidential activities of the Personnel Committee for the Annual Report to the congregation. (due in December).

10.7 Worship and Music Committee

Updates approved by Session January 2023.

Purpose:

The Worship and Music Committee is a collaborative group of members and staff working together to enhance, coordinate, plan and facilitate Sunday and special services throughout the liturgical year. We are responsible for the following areas: all aspects of communion; accessibility (both physical & spiritual regarding the worship service); ushering; oversight of the Order of Service as prepared by the pastor; all choirs and Praise Band; special music; organ/ piano repair and sanctuary prep. We discuss each of these items monthly throughout the year and take action as necessary. We create a yearly budget in the fall based on current spending, future programs and a forecast of inflation. This information is turned over to the Finance Committee for their review and inclusion into the church budget.

Membership:

The committee includes the Pastor (ad hoc member), Director of Music and AV Tech. There are 2-3 members of Session, of which one is usually the Chairperson, but this is not a requirement. Members at large are welcome to serve on this committee.

All Session members serve on this committee for a term of one year, which can be renewed annually. The member's tenure can last their entire 3- or 6-year term. Staff members listed above are expected to be available for all meetings but may ask for excusal for individual meetings, if necessary.

Meetings:

The committee generally meets each month on either the second Tuesday prior to that month's scheduled Session meeting.

Supervision:

The committee oversees the Music Director, AV Tech and livestreaming for all services via the AV Team. We work with the Music Director to ensure all elements of worship are in compliance with copyright and confidentiality requirements. We work in conjunction with and help to facilitate all other staff members on the committee, but do not oversee.

Reports:

We communicate back to Session via written meeting minutes and verbal discussion for items requiring action at monthly Session meetings. We communicate information to the congregation through the monthly newsletter, the weekly service bulletin and through announcements during the worship service, if time sensitive. We also submit a year-end report for inclusion in the church's Annual Report.

10.8 Memorial Funds

Updates approved by Session March 2023.

PURPOSE

A Memorial serves to preserve the memory or knowledge of an individual, living or dead, or an event. The purpose of the Memorial Fund is to provide individuals the opportunity to memorialize or honor a loved one through designated or undesignated contributions that support the ministries at Northampton Presbyterian Church and are consistent with all governing documents of the congregation. The following policy stipulates how the Memorial Fund is managed.

POLICY

All gifts are used in a manner that will enhance Northampton Presbyterian Church's worship or mission. All funds given in memory of an individual or event, either contributions by families, friends or bequests in wills, should be considered memorial funds. Until used for a specific memorial project, these funds shall be held in an interest or dividend-bearing account.

MANAGEMENT OF FUND

A. All gifts are managed by the Memorial Gifts Committee, which is a subcommittee of the Finance Committee of Session.

B. The Memorial Gifts Committee is comprised of one Ruling Elder currently serving and two or more members of the congregation. The Session Elder will chair the Memorial Gifts Committee. Congregational members of the committee shall represent a diversity of ages, concerns and involvement in church life and its organizations (i.e. Choir, Outreach, etc.). The congregational members of the committee shall be selected by the chairperson and approved by Session.

C. Decisions on use and disbursement of memorial funds will be recommended to the Finance Committee for processing through Session.

D. The Memorial Gifts Committee, in consultation with the Pastor of Northampton Presbyterian Church and Session/committees, will maintain a prioritized list of current and future memorial projects with cost estimates.

The prioritized list of projects will be submitted to the Session for approval in January, whether or not any changes have been made. The prioritized list of projects will published in the Annual Report.

E. Memorial funds may not be used for general operations.

DISBURSEMENT OF GIFTS

A. All memorial gifts are deposited in the Memorial Gifts Fund and maintained in a dividend or interest-accruing account until its intended use. As with other designated funds, the Treasurer and Bookkeeper will be responsible for ensuring that the amount of memorial funds available for use is clearly tracked. Detailed accounts for each Memorial designee will be maintained.

B. The Church Treasurer and bookkeeper are responsible for administering the Memorial Gifts Fund, including: signing checks, reporting receipts, expenditures, and balance of the Memorial Fund to the Session at least quarterly, to the Memorial Committee as required and to the Congregation and Audit Committee annually.

C. Undesignated gifts can be used to fund one or more items on the prioritized list of memorial projects. While every effort shall be made to have the donor decide on the use of an undesignated gift \geq \$1000, if, after 12 months and after contact with the donor, no decision has been made the funds will be used for a Memorial Project at the discretion of the Memorial Gifts Committee.

D. Designated gifts can be applied to one or more items on the prioritized list of memorial projects. While every effort shall be made to have the donor decide on the use of a designated gift, if, after 12 months and after contact with the donor, no decision has been made the funds will be used for a Memorial project at the discretion of the Memorial Gifts Committee. If the donor desires to make a gift to a special project that is not on the prioritized list, the project will be reviewed by the Memorial Gifts Committee. The Memorial Gifts Committee will submit a recommendation to the Session for review and approval.

E. Persons wishing to donate memorials will be provided with the memorial gifts form and the prioritized list of memorial projects. Requests for specific and designated use of gifts outside of the list will be made to the Memorial Gifts Committee by those contributing the memorial gifts. Requests will be considered by the Memorial Gifts Committee with a recommendation to the Session to accept or decline noted on the memorial use request.

F. If the gift amount falls short of the amount required to fund the project, the Memorial Gifts Committee may contact the donor to seek additional funding; recommend another item from the prioritized list; secure additional funding from other sources, or cancel the project.

G. The Memorial Gifts Committee and the Session shall take action on an annual basis to assure disbursement of all Memorial funds within 18 months of receipt so that these donations do not remain indefinitely unspent.

COMMUNICATIONS WITH THE FAMILY & DONORS

A. Initial communication with the family should be through the pastor, who may discuss funeral arrangements, the Memorial Gifts Committee and the Memorial Gifts Fund.

B. At an appropriate time after the funeral or memorial service, the pastor may pass the responsibility for communication to a member of the Memorial Gifts Committee, who will contact the family to ensure the funds are used according to the desires of the family and in the best interest of Northampton Presbyterian Church.

C. The Memorial Gift form will be presented, discussed, and completed by the appropriate family member and returned to the Memorial Gifts Committee member.

D. A card will be sent to the family by the pastor or a designee informing them of who made a contribution, excluding the amount donated.

E. An acknowledgement of a gift by donor in memory of someone should be sent to the donor by the Memorial Gifts Committee with the amount contributed. If the donation exceeds \$250, the acknowledgement must state that "no goods or services for the donation were exchanged."

RECORDING GIFTS

A. Memorial gifts will be recorded and the appropriate information passed to the Memorials Gifts Committee and the Pastor. The Memorial Gifts Committee shall annually present a list of Memorial projects completed to the congregation.

B. All persons who contribute gifts, and the persons or events in whose memory or honor the gift(s) have been given, will be recorded.

C. When a memorial is acquired, if appropriate, arrange with the pastor for a memorial dedication service and appropriate recognition vehicle. Ensure that the gift is entered into the Memorial Gift Record.

11 CONDUCT OF ELECTRONIC MEETINGS

Approved January 2023.

Intent

It may be preferable or practical to transact business at electronic meetings. Electronic meetings are those at which, rather than all participating members being physically present in one room as in "face-to-face" meetings, some or all of the members communicate with the others through electronic means such as via the internet or telephone.

The conditions for electronic meetings need to provide the opportunity for simultaneous aural communication among all participating members, similar to face-to-face meetings. This may include audioconference and / or videoconference. Meetings may also be conducted in a hybrid fashion where some members are face-to-face and others are participating via audio or videoconference. Additional collaborative technologies such as screen sharing, whiteboards, and synchronous chat within the videoconference may be used as needed to facilitate the conduct of an electronic meeting.

Regardless of the technology(ies) used, the opportunity for simultaneous aural communication is essential to the deliberative character of the meeting. As such, deliberative meetings are not to be conducted using asynchronous means such as email.

Logistics

Meeting organizers will announce in advance if the meeting is to be conducted face-to-face, electronically, or as a hybrid. The notice of an electronic meeting must include a description of how to participate in it (e.g., telephone number for audioconference, link for videoconference, etc.).

Meeting participants will be responsible for providing their own telephone, tablet, computer or appropriate electronic device for participation in an electronic meeting, just as they would be responsible for securing their

own transportation to a face-to-face meeting. Reasonable means will be made to troubleshoot technology issues at the start of an electronic meeting to maximize member participation.

Reasonable means will be made to accommodate member request of a hybrid option. However, there may be situations where the physical logistics of a meeting room or the nature of the meeting content may make it not possible to conduct an effective hybrid meeting (e.g., at a retreat location). As such, hybrid will not be an option in some circumstances.

Conduct of electronic meetings

For security purposes, any call-in users or video participants who are not identified by a known name on the video screen will be requested to self-identify before the meeting proceeds to ensure that they are authorized participants. Any unauthorized participants will be removed from the meeting by the facilitator.

For meetings that require determination of a quorum a roll call can be taken for audio-only calls and named participants can be counted on a video call.

The facilitator of an electronic meeting is expected to ensure an environment that allows for dialogue and exchange, similar to their role in a face-to-face meeting. However, in an electronic meeting, the facilitator may need to take a more active role to ensure that all members of the committee have the opportunity to speak. In addition, members may request the floor to speak by physically raising their hand on videoconferences or by using the “raise hand” feature available in many platforms.

If during an electronic meeting a motion needs to be submitted in writing, the screen -sharing or synchronous videoconference chat feature may be used.

For voting during electronic meetings, members on video may raise their hands physically. Members on audio can be asked for their voice vote.

12 PERSONNEL HANDBOOK APPROVAL AND AMENDMENTS

Approved: By Session at the December 17, 1996 meeting.

Amended: By Session at the November 25, 1997 meeting.

Amended: By Session at the July 26, 2005 meeting.

Amended: By Preschool Board at the November 11, 2014 meeting, after Session recommendation.

Amended: By Preschool Board at the August 15, 2022 meeting; approved by Session at the August 16, 2022 meeting.

Amended: Antibullying Policy approved by Session at the September 20, 2022 meeting. Committee charters approved October 2022. Electronic meetings approved January 2023. Additional explanatory text on God’s Window pay approved November 2022 (God’s Window Board). Non-enrolled children policy approved May 2024 (God’s Window Board). Additional God’s Window holidays approved May 2024 (God’s Window Board).