



claremont
**PRESBYTERIAN
CHURCH**

Personnel Policies and Procedures

For

Ordained Ministers, Church Staff, and Children's Center Staff

Approved by The Session

December 17, 2003

Most recent approved revision date: January 25, 2023

RECEIPT AND ACKNOWLEDGMENT

(For New Employees)

The undersigned employee hereby acknowledges receipt of a copy of the manual, Claremont Presbyterian Church Personnel Policies and Procedures for Ordained Ministers, Church Staff, and Children’s Center Staff, hereafter called “CPC Personnel Policies”, and certifies that he or she has read it, or will read it during the first week of employment, and is responsible for knowing its contents.

The undersigned further acknowledges that the aforesaid manual does not constitute an expressed or implied employment contract between the employee and Claremont Presbyterian Church (CPC.) Employment with Claremont Presbyterian Church is voluntarily entered into and employees are free to resign at any time. Similarly, CPC is free to terminate an employment relationship at any time, with or without cause or notice.

Employee Signature

Date of Receipt

Employee Name (Printed)

*The original of this Receipt and Acknowledgment shall be retained by the Church and a copy provided to the employee who signs it.

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INTRODUCTION

To promote a professional and efficient work environment and to ensure consistent, fair, and equitable treatment of its staff, Claremont Presbyterian Church (CPC) sets forth in this manual its Personnel Policies and Procedures for Ordained Ministers, Claremont Presbyterian Church Staff (CPC), and the Children’s Center Staff (CPCC.) This manual does not constitute an expressed or implied contract of employment. Employees are free to resign at any time. Similarly, CPC is free to terminate an employment relationship at any time, with or without cause or notice.

All personnel policies and procedures set forth in this manual are subject to modification. All changes in these policies shall be discussed by the CPC Personnel Committee in consultation with the CPCC Commission, as appropriate, and a proposal shall be submitted to the Session for approval. The Session reserves the right to revise, supplement, or rescind any of the provisions of this manual from time to time as it deems appropriate.

A notice of any changes made to the manual shall be given to employees.

_____	_____
Head of Staff Signature	Date
_____	_____
Chair of Personnel Committee Signature	Date
Effective Date of Policies _____	

Policies covering employees who are ordained ministers: Employment, termination, and retirement processes are determined by the Book of Order, General Assembly, and Presbytery procedures; terms of call determine salary, standard benefits and other sorts of benefits not offered to other employees.

Policies covering all employees who are not ordained ministers: Unless otherwise noted, the policies below apply to all Church employees (CPC and CPCC.) Certain differences in policies concerning employees at the CPC and those related to CPCC are necessary because of different functions and different budgets. They are noted at the appropriate places.

CHAPTER I: EQUAL EMPLOYMENT OPPORTUNITY

A. Policy

Claremont Presbyterian Church is an equal opportunity employer. Staffing, programs and activities shall be free from discrimination based on gender, age, religion, color, race, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics.

Applicants for employment will be requested to complete appropriate application forms. Only qualified applicants shall be hired and retained for employment of the Church. Selection shall be governed by established selection procedures, including relevant behavior displayed in the search process. Retention shall be governed by established evaluation procedures and objective measures of each employee's job performance, including assessment of relevant behavior displayed in the workplace.

B. Program

CPC's Employment Policy encourages diversity among staff and shall govern: (a) staff recruitment, (b) selection and hiring, (c) training and supervision, (d) evaluation of employee's performance, and (e) fair and equitable compensation.

With respect to hiring, established recruitment sources, sites and contacts shall be reviewed and expanded (where necessary) in order to ensure a diverse pool of applicants.

Hiring shall be based on: (a) the match between an applicant's stated and/or demonstrated qualifications for a given position and the requirements specified in the job description; and (b) the hiring personnel's overall assessment of the applicant's capabilities and prospects for success in the position. Training and supervision shall be provided to new staff to assist them in becoming acclimated to the culture of the Church, and in becoming effective and productive members of the staff.

Evaluation of job performance shall be twofold: ongoing, so as to support and keep the employee informed of what is expected in terms of performance and team cooperation; and periodic, as scheduled by the supervisor in accordance with policies established by the Personnel Committee and approved by the Session.

CHAPTER II: EMPLOYMENT

A. Legal Distinction Between Exempt and non-Exempt Employees

It is the policy of CPC to adhere to all applicable federal and state laws which regulate the wages, hours and working conditions of employees. Each employee's status of exempt or non-exempt shall be determined by the Head of Staff for CPC and the Director of CPCC for CPCC in accordance with Cal. Code Regs., tit. 8, § 11040.

Exempt employees are not eligible for overtime pay and non-exempt employee's overtime provisions and rates are covered by California Labor Code section 510(a.)

Refer to Cal. Code Regs., tit. 8, § 11040 for exempt categories and exceptions. The overall responsibility of ensuring appropriate status assignment of all employees rests with the Head of Staff.

B. Hiring Procedures for CPC and CPCC

1. Non-Clergy Staff

When a staff position becomes available or a new position is created, candidates shall be interviewed by a committee composed of the Head of Staff, or designee, and at least one other person selected from the appropriate program committee.

The Director of CPCC will be selected by the CPCC Commission in consultation with the Head of Staff. The Search Committee for a new Director will consist of the Chair of the CPCC Commission, a representative of the Personnel Committee, 2 members of the CPCC Commission (1 parent and 1 church representative), and the designated Pastor. The outgoing Center Director does not sit on the Search Committee. The CPCC Director is considered a member of the CPC staff, an exempt employee entitled to the same benefits as program staff of CPC.

The Children's Center Director, with the Head of Staff, or another Pastor designated by the Head of Staff, will recommend teachers and other staff members for the Center. After the Director has selected a candidate for a staff position, the designated Pastor will conduct a second interview. The Director will perform a detailed background check.

2. Clergy Staff

Employment is determined by the Book of Order, General Assembly, and Presbytery procedures, including Presbytery required background checks.

C. Selection of Employees

Employees are selected on the basis of their qualifications, education and experience to fulfill the specific duties of the job. Previous-employment checks will be made, and references will be reviewed as part of the process described in section B above.

Children's Center: - Special criteria for teachers include education, experience, mental capacity, physical ability, teaching skills, adult/child interaction skills, knowledge of given age-group, positive discipline procedures, and early childhood education philosophy. CPCC personnel who are in contact with children must meet all state requirements and other appropriate regulatory bodies.

The terms of employment for each new hire shall be communicated in writing to the employee by their supervisor and will become a part of the employee's permanent file. Each new employee shall receive an updated copy of the position description.

The Church shall establish a personnel file for each employee which shall include the application for employment, the terms of employment, starting salary, benefits and FICA payments. The Personnel Committee shall review the evaluations of all personnel presented/conducted by the Head of Staff and other supervisors as part of its annual review process. After approval of the budget each year, all staff members shall receive a letter signed by the Head of Staff (in the case of CPC office employees), or the Children's Center Director (in the case of CPCC employees), indicating salary and benefits for the coming year. Such a letter shall also include the name of the current Chair of the Personnel Committee and their contact information.

D. New Employees

1. Orientation

The employee's supervisor shall have the responsibility for orienting each new employee (a) to the expectations of the job as detailed in the position description, (b) to the evaluation procedure as related to work performance and interpersonal relations, and (c) to employee benefits and compensation as well as to the culture of the Church. New employees are required to become familiar with the CPC Personnel Policies and Procedures.

2. Probationary Period

All new employees, except ordained ministers, are required to serve a 180 day probationary period, with a review after 90 days, before achieving Regular status. The Session views this period of employment as a time for which a supervisor will determine the employee's suitability for the position and whether the employee's services will be retained. There shall be no extension of the probationary period unless approved by the Head of Staff, on recommendation of the employee's supervisor.

3. Evaluation

- a. The supervisor has the discretion to evaluate an employee at any time during the employee's initial 180 days of employment. Assuming an employee has not been terminated, at minimum, there will be one evaluation, no later than 90 days after onset of employment, and one subsequent evaluation prior to the 180th day.
- b. The immediate supervisor shall prepare a written evaluation of any employee who is to be dismissed because of failure to complete the probationary period successfully. The evaluation shall be completed prior to the dismissal.
- c. At least one week prior to the end of the probationary period, the immediate supervisor shall first confer with, and then shall prepare a written evaluation of any employee who is to be retained on the payroll. The employee should also be notified by letter.

4. Standards of Conduct (CPCC)

The CPCC Standards of Conduct document (12/02), approved by the CPC Session and Children's Center Commission, explains the criteria by which an employee's conduct is held to standard. This document is the standard for the CPC and CPCC staff. Each new employee will be given a copy to read and will sign the return portion, which will be held in the employee's his/her file.

In addition, CPCC staff will adhere to the most current NAEYC's (National Association for the Education of Young Children) Code of Ethical Conduct. All CPCC employees will be given a copy to read and will sign a notice indicating it has been read. This return portion will be held in the employee's file.

CHAPTER III: WORK HOURS AND ATTENDANCE

The CPCC normally operates from 7 A.M. to 6 P.M., Mon.-Fri. Each employee is entitled to an unpaid lunch break (either half hour or full hour depending upon total scheduled hours to work that day), and a paid (15) fifteen-minute break during the morning and afternoon. Scheduling of all breaks are to be flexible and mutually agreed upon by employees and their supervisors.

The regular work-week for full-time staff is forty (40) hours. This is not, however, a commitment that any minimum number of hours will be assigned and hours assigned may be altered at the discretion of each supervisor. The overtime policy is outlined in Chapter II, Section A.

Employees may leave the Church grounds during their unpaid lunch and, with prior approval of their supervisor, during paid break time. During such approved times the employee shall be regarded as attending to personal business and not acting on behalf of the Church. The Church accepts no responsibility or liability for the actions of employees who leave the grounds during their unpaid lunch or paid break time.

CHAPTER IV: BENEFITS

CPC provides the following legally mandated benefits:

A. Social Security

All non-clergy staff are covered by OASDI (Social Security or the Federal Old Age and Survivors Benefits Act) and FICA (Federal Insurance Contributions Act.) The employee's share of these taxes are withheld from the employee's wages. Ordained ministers can be covered if coverage is requested in the terms of call.

B. Worker's Compensation

All employees shall be covered by worker's compensation laws. In the event of an injury on the job, an employee is required to notify the direct supervisor of that injury immediately. The appropriate action, i.e. completion of forms, and transportation to an approved medical center, will be taken at that time.

Additional benefits to CPC Regular employees are provided as follows as long as the benefit policies are consistent with the goals and financial capacity of the Church: health and disability insurance, 401K participation, holiday pay, vacation time and pay, and regular and special leaves.

All non-clergy employees who regularly work twenty (20) hours per week or more and are employed twelve months per year will qualify for benefits as described below upon completion of a 180-day probationary period. Benefits are not available during the 180-day probationary period (unless specifically noted below) but personal and vacation leave will be calculated retroactively to the date of employment upon completion of the probationary period. Other benefits begin at the completion of the probationary period. Temporary employees as well as permanent employees who regularly work fewer than twenty (20) hours per week are not entitled to benefits.

C. Private Disability Program

Disability is considered to be a temporary separation from employment due to a physical or mental inability. The decision to grant a leave shall be based on recommendations of a physician or

physicians. Eligible employees will be covered by short and long-term disability insurance purchased by the Church at no cost to the employee. This program is in lieu of the state disability program. In the event of a disability claim, employees should confer with the Administrative Assistant for Finance for details of coverage, policy, and vendor. Policies will be reviewed annually.

D. Health Insurance

Eligible employees may elect to receive health and or dental insurance. The Church shall pay 90% of the individual's monthly health-care premium through the Church's designated plan; the employee will pay the remaining 10% to qualify for full health care benefits. If elected, the church shall pay 100% of the designated dental plan premium.

New employees become eligible for health and dental insurance on the first day of the month following the month in which they are employed.

Once an employee becomes eligible for Medicare, it is expected the employee will apply for medical coverage through Medicare at which time, for which the church will pay 90% of the standard Medicare premium as well as 90% of the IRMAA wages arising directly from employment within CPC or CPCC. The remaining 10% will be the employee's responsibility. This ratio matches our current medical provider's guidelines. Employees hired prior to Session's adoption of this revision of the policy manual are exempt from this policy.

Medical benefits, as provided by the Board of Pensions, are to be offered to pastors and their eligible family members.

E. Retirement Savings Plan—Salary Reduction 403(b)

Eligible employees may elect to participate in the 403(b) Retirement Savings Plan of the Presbyterian Church through salary-reduction agreements up to the maximum benefit as allowed by law. Plan eligibility and contribution limits are defined by the Board of Pensions and the IRS. The church (CPC) will contribute \$1 for every \$2 contributed by the employee up to a maximum of \$100 per month contributed by the church (CPC.)

NOTE: Unemployment Insurance - Due to the exempt status of CPC, Unemployment Insurance is not available for its employees, either at CPC or CPCC.

CHAPTER V: TIME OFF

After satisfactory completion of the 180-day probationary period, all employees who regularly work at least twenty (20) hours per week, and who are employed twelve (12) months per year, are eligible for time off as described below, with differences between CPC and CPCC as noted.

In the case of eligible part-time employees regularly working at least twenty (20) hours per week, the compensation for vacation time and personal leave are prorated in accordance with the number of hours part-time employees work per day.

Employees who work less than twenty (20) hours per week, or who are not paid twelve months per year, are not eligible for holiday pay, personal leave, or paid vacations but are eligible for 24 hrs of sick leave after ninety (90) days of employment according to the [HEALTHY WORKPLACE FAMILIES ACT OF 2014 \(AB1522.\)](#)

If a part-time employee that is working less than twenty (20) hours per week is later placed on a regular twenty (20) hours or more/week position, prorated credit will be given from the first day of initial employment for personal leave and vacation benefits.

A. Vacation

Each eligible CPC ~~and CPCC~~ employee shall be granted ten (10) vacation days each calendar year. Vacation days shall accrue to each eligible employee on January 1st of each year. Eligible employees who begin service with the church after January 1st shall receive the prorated amount of annual vacation on a percentage of calendar year basis.

The granting of the use of vacation days by a probationary employee (less than 180 days of service) shall be solely at the discretion of the Head of Staff.

Employees are encouraged to use their vacation time during the year it is awarded. A maximum of twenty-five (25) days, however, may be carried over to the following year. Any days in excess of this amount must be used prior to the end of the calendar year or they will be forfeited. All arrangements for vacations should be made in advance and in consultation with the supervisor. Employed staff members leaving employment before the end of a calendar year shall have that year's vacation prorated according to the portion of the year they were employed and departing staff will be paid for any earned but unused vacation time already accrued. Part-time staff regularly working twenty (20) hours or more will earn prorated vacation time. Vacation days shall not be taken before they are earned. Earned but unused vacation will only be paid out upon termination of employment. CPC and CPCC recognize the value of vacations and expect staff to make arrangements to take them within the suggested time period.

Vacation Accrual:

1. CPC non-clergy staff

Upon completion of one (1) year of service, eligible employees may receive ten (10) working days of vacation. One day will be added after each year of service up to twenty-two (22) days for twelve (12) or more years of service.

New Hire: After successful completion of the probation period, a new hire will earn vacation time @ 3/5 day per month for the balance of the year. Starting in January of the next year the employee will earn the full ten (10) days of vacation time.

The Director of Music, after a year of service, is entitled to one month of paid vacation. If the organist is an individual other than the Director of Music, that individual is eligible for the same terms of vacation.

2. CPC Clergy staff

The number of vacation days for clergy shall be determined by the terms of their Call, as negotiated by the Session, and in accordance with Presbytery requirements. Pastors shall advise the Session of the dates which they wish to use as vacation.

3. CPCC Director

The Director of the Children’s Center is eligible for ten (10) working days of vacation following one year of service. One day will be added for each year of service up to twenty-two (22) days for twelve (12) or more years of service.

4. CPCC staff

Upon completion of one year of service, eligible full-time employees shall receive five (5) working days of paid vacation. With each year of service, one day will be added up to a maximum of ten (10) working days of paid vacation. Vacations must be approved by the Director, with two weeks’ notice. Where possible, the vacation should be taken during periods of low enrollment, such as summertime.

B. Paid Holidays

If full-time regular employees are in paid status on the day before or the day after any of the holidays listed below, these will be paid holidays for them. Regular part-time employees working at least twenty (20) hours per week will be paid for their normal hours if the holiday falls on their regularly scheduled working days. Below are the paid holidays for all CPC and CPCC staff:

New Year’s Day	Independence Day
Martin Luther King Day	Labor Day
Presidents’ Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day

1. CPC staff

In addition to the ten (10) paid holidays listed above, eligible employees will also receive ½ day on Christmas Eve, ½ day on New Year's Eve and ½ day on Good Friday as paid holidays.

2. CPCC staff

In addition to the ten (10) paid holidays listed above, eligible employees will also receive Good Friday **as well as the days when the Children's Center is closed between the Christmas and New Year's holidays as paid holidays.**

C. Illness/ Injury/ Bereavement and Personal Business

Eligible employees shall be paid for time off due to illness/ injury/ family bereavement and personal business. Such leave shall be used for the following, but not limited to, family illness, attending the birth of a child, adoption, business, and personal business matters that cannot be attended to during off-work hours. Eligible employees will be paid according to the following guidelines:

1. CPC Staff

Employees will receive a total of (ten) 10 days annually each January 1st. CPC permits accrual up to thirty (30) days, but does not pay for unused days.

A CPC employee may, at the sole discretion of the Head of Staff, be advanced yet to be accrued sick leave, up to ten (10) days annually in extraordinary circumstances. Should the employee separate from with CPC before advanced sick leave has accrued and been applied, the advanced, and yet to be accrued sick leave will be calculated and deducted from the employee's final warrant.

2. CPCC staff

Employees earn one and one-fifth (1 1/5) days per month up to a total of ten (10) days annually. Absence for personal business requires 48 hours' advance notice.

The Children's Center will not pay for unused days at the end of the calendar year, but will permit as an alternative that up to 5 unused days can be accrued and rolled over.

D. Maternity

Disability due to pregnancy and childbirth is covered according to the disability policy in effect at the time of such leave according to the state of CA and US Department of Labor. See the [FMLA guidelines](#) as well as guidelines from the [CA EDD](#).

E. Leave of Absence without Pay

1. Where required by personal circumstances, such as family responsibilities or military obligations, leave of absence without pay may be granted at the discretion of the Head of Staff in consultation with the Session (CPC), or the Director in consultation with the Head of Staff and the Session (CPCC.) Benefits do not continue to accrue during unpaid the leave. The Church shall comply with CFRA ([California Family Rights Act](#)), if the CPC/CPCC staff totals 50 or more, as required by the Act.
2. Employees on leave of absence without pay may, as part of the leave approval process, request to continue participation in the Church's designated health insurance plan during the unpaid leave at their own expense. An agreement as to the length of the continued participation in the plan, the cost to the employee and a schedule of payments shall be agreed upon and reduced to writing. The agreement shall be signed by the employee and the Head of Staff. A copy of the agreement shall be placed in the employee's personnel file. The employee shall be invoiced for payment according to the agreed schedule. Failure by the employee to remit payment to an invoice within a reasonable time as proposed by the Head of Staff shall result in termination of participation in the health insurance plan and may result in disciplinary action as set forth in Section VIII of these policies and procedures.

F. Armed Forces Training

Military leave is granted to employees who are members of a Reserve or National Guard Unit which is called to active duty, or are otherwise legally entitled to leaves to perform military duties. Employees are required to provide advance notice to the Supervisor and Head of Staff, unless giving notice is precluded by military necessity, or is otherwise impossible or unreasonable. Leave of absence with pay up to two (2) weeks (ten (10) working days) annually, is provided for this purpose if the employee has worked for one (1) full year. The employee's benefits will also continue during this leave.

G. Jury Duty

Year-round CPC and CPCC employees who regularly work twenty (20) hours or more per week shall be granted leave of absence to serve on jury duty, or to appear in court to comply with a subpoena or other court order to appear as a witness. Employees should provide reasonable advance notice to the Supervisor or to the Head of Staff for this leave. Employees must also provide their supervisor with documentation that the employee was actually required to appear in Court to participate in court proceedings. Employees required to perform this civic duty will receive their regular rate of pay for normal hours worked up to a maximum of five (5) working days. Employees will be allowed to retain any compensation paid by the respective court jurisdiction for mileage and meals.

H. Compensatory Time

1. Non-Exempt

Compensatory time for hours worked in excess of a normal schedule, may be granted but must be taken within five (5) working days. For employees who regularly work thirty (30) hours or more per week, compensatory time will be granted at one and a half (1.5) times the normal time. All other hourly employees will be granted compensatory time at an hour per hour ratio. California's rules on compensatory time off are set forth in [Labor Code section 204.3](#).

2. Exempt

Exempt staff are not subject to compensatory time. Refer to Chapter II, A. 1.

I. Study Leave

Normally, up to ten (10) working days of annual Study Leave with pay, plus specially allowed expenses, shall be granted to ordained ministers, depending on the terms of Call. For program staff, Study Leave may be granted at the discretion of the Session.

J. CPCC Policy on Continuing Education for Teaching Staff Members

All teaching staff members are: 1) expected to meet state licensing requirements by working steadily towards certification as a fully qualified early-childhood teacher, and 2) also encouraged to continue further professional development.

Therefore, CPCC will offer assistance as follows:

CPCC will cover the cost of tuition, required books, and parking fees at local community colleges for necessary courses leading to certification as a fully qualified early-childhood teacher and also those leading to the AA degree in early childhood education, provided that these costs are not covered by another funding agency and that CPCC funds are available. For those who hold the AA degree or a higher degree, more advanced courses in child development or other courses judged by the CPCC Director to be directly relevant to the Center's work may also be covered if funds are available. Staff members must apply for this benefit by contacting the CPCC Director before enrolling.

These costs are normally reimbursed when the course has been completed and the staff member brings the Director a grade report of C or better, for which a copy will be placed in the employee's file. If necessary, however, CPCC may advance a staff member the funds required for the semester's course(s.) In such a case, in advance, with the understanding that if the course is not completed with a grade of C or better, the staff member shall repay the full amount advanced through salary deduction, within three (3) months, or a longer time period determined

at the discretion of the CPCC Director, of the ending date for the course, all funds advanced for that course. A written agreement will be signed in the case of such an advance loan.

If the staff member is unable to take evening courses because of family responsibilities and no online option is available, an effort may be made by the Director to accommodate taking a daytime course by adjusting the working schedule.

Staff members' academic achievements or successful completion of appropriate training efforts to meet the requirements for certification as a fully qualified early-childhood teacher and to continue their professional development will result in advancement on the salary schedule. See Appendix A. be taken into account as salaries are determined.

Staff members who receive their state certification as Associate Teacher will receive a \$100 one-time bonus; as Teacher, a \$150 one-time bonus; and, as Master Teacher, a \$150 one-time bonus.

K. Emergency Closing

This section creates an authorized paid absence when the CPC or CPCC schedules must be curtailed because of an emergency condition. When the Head of Staff (to the extent possible, in consultation with the CPCC Director) determines that the facilities must close, all staff on duty will be notified, and CPCC children will be cared for according to established procedures. Full-time staff will be paid for that day as if the facilities remained open; part-time staff will be paid only if they had been scheduled to work during the closed hours. Temporary staff will not receive compensation.

When CPC and CPCC remain open, a staff member who is absent from work because of a natural disaster should notify the Head of Staff or Supervisor at the start of the workday or as soon as possible. Granting approval of absence excuses for the absence will be at the discretion of the Head of Staff, CPCC Director, or the Supervisor.

If an earthquake or other disaster damages make it impossible to operate the facility, the Head of Staff and the Session must consult to make arrangements for the continuation of operation(s) in other locales.

CHAPTER VI: STAFF EVALUATION & COMPENSATION

Ordained ministers and other employees

Employment and increases in compensation will always be subject to the availability of funds.

A. CPC staff and CPCC Director

1. Compensation determinations are based on budgetary feasibility and annual individual performance evaluations. Such evaluations are to be fair, balanced, thorough and forthright, using the procedures and forms, or equivalent procedures and forms, established over the past few years for such purpose. For each staff member, the designated individual charged with evaluating the employee shall be the employee's supervisor assigned by the Personnel Committee. Additional input may be obtained at the discretion of the supervisor. The evaluations are always to be maintained in strict confidence and placed in the employee's personnel file. Only the Head of Staff or Supervisor, the staff member and the Personnel Committee may review the evaluations without the written release of the employee.
2. Session shall establish a salary schedule for each position.
3. All individuals included on the payroll are evaluated annually.

B. CPCC Teachers

Annual raises are granted by the CPCC Commission, based upon budgetary feasibility, progress in continuing education, and individual performance. The CPC Session approves the CPCC overall annual budget. The individual employee's performance will be documented by a performance evaluation. This evaluation will include: a) employee self-evaluation, b) employee evaluation by the Director, and c) classroom observation. The Director's report of the annual evaluation will be placed in the employee's personnel folder.

CHAPTER VII - Termination of Employment

A. Resignation

Exempt employees desiring to leave employment are requested to give four (4) weeks advance written notice to the Head of Staff for CPC employees and the Director for CPCC employees. Upon receipt of written notification, the Head of Staff or Supervisor will schedule and conduct an exit interview. Non-exempt staff are requested to give at least two (2) weeks' notice in writing. Employees are to remain working their regularly scheduled hours until the effective date of

resignation unless a different agreement is reached in coordination with Head of Staff or the CPCC Director. Either the Head of Staff or the Director may shorten the notice period and/or provide pay in lieu of some or all of the notice period. The Personnel Committee will be notified of any pending resignation at the earliest convenience.

B. Resignation by Mutual Agreement

When CPC or CPCC and a staff member agree that separation is in the best interests of both employee and employer, the separation will be considered to be a “resignation by mutual agreement.” and no advance notice is required. Such a separation usually occurs when assessment by the employer indicates the staff member has failed to meet required standards of performance of the job after having received appropriate training, supervisory assistance and an opportunity to perform satisfactorily. The date of separation shall be arrived at by mutual agreement, and the staff member shall remain at work until the agreed-upon date. The Personnel Committee shall be notified at the earliest convenience.

C. Involuntary Separation: Reduction of Work Force/ Termination for Cause

If the Session reasonably concludes that a reduction in force is necessary for financial or organizational considerations or circumstances or other administrative necessities or adjustments, CPC or CPCC may have to lay off one or more employees. According to the [CA Department of Industrial Relations](#), if a recall to work is initiated, laid off employees will have five days to respond and return to work. After five days the employee will be considered terminated. An employee who is laid-off and not called back to work within a year will be considered terminated. It is the responsibility of the employee to keep the Church informed of current address and telephone number.

CPC or CPCC reserves the right to terminate employment at any time for any reason. The state of CA is an [at will](#) employment state. Please reference the [CA Department of Industrial Relations](#).

An employee may also be discharged without advance notice or compensation. Failure to report to work for three consecutive days without notification to the Head of Staff, Supervisor or CPCC Director will be considered [job abandonment](#) and reason for discharge. Reference [CA EDD](#).

D. Severance or Termination payments

At the discretion of Session, severance or termination payments may be granted to employees with more than six months’ service where CPC has taken the initiative to terminate the relationship. The final check will include payment for unused vacation days. In granting severance payments, Session should not exceed the following schedule:

Six months service or less	None
Six months to one years’ service	One week’s pay
One to three years’ service	Two week’s pay
Three to five years’ service	Three week’s pay
Five years’ service or more	One month’s pay

Not Eligible for Severance Pay:

1. Employees terminated for cause
2. Temporary employees
3. Employees retiring under an established plan
4. Employees resigning

E. Retirement

In accordance with current California law, no mandatory age requirement has been established. Employees may continue to work at any age as long as they can demonstrate their ability to perform their jobs adequately and their supervisors are satisfied with the quality of the work performed. All employees wishing to retire are asked to give four (4) weeks' written notice to the Head of Staff, the CPCC Director, or the Session, as appropriate.

CHAPTER VIII: DISCIPLINE AND GRIEVANCE PROCEDURE

The employer must retain the ability to discipline employees where it determines that such action is warranted by the circumstances. Although all employment relationships are terminable at will, at any time, either at the employee's option or at the option of CPC or CPCC, the employer may exercise its discretion to administer a system of progressive discipline in cases where it deems appropriate to do so. Progressive discipline, however, is not mandatory or binding. CPC and CPCC reserve the right, in their discretion, to deviate from any formal system of discipline. CPCC's Standards of Employee Conduct and Corrective Action are attached as Appendix I.

The following Grievance Procedure has been established to allow employees an opportunity to voice any concerns they may have regarding the terms or conditions of their employment. The purpose of this policy is to provide an avenue for the identification and resolution of differences between an employee and CPC. CPCC employees should refer to the Grievance Procedure in Appendix I of this handbook.

The following steps are provided to all employees for the settlement of a grievance:

Step 1: An employee should first raise any problem or grievance verbally with the immediate supervisor, within five days of the incident or occurrence that gives rise to the problem. The verbal grievance shall be documented by both the employee and the supervisor.

Step 2: If the grievance is not settled at step 1 of this process, an employee should consult verbally with the Head of Staff, in the case of CPC employees, or the designated pastor in the case of CPCC teachers. If the immediate supervisor is the Head of Staff, the employee should confer with the chair of the Personnel Committee. The employee may file a written grievance within 10 days of the occurrence with that same person, who will provide the employee with a response within seven calendar days, unless it is determined that additional time is required under the circumstances. In this instance, the reason for the delay should be communicated to the aggrieved.

Step 3: If the employee is still dissatisfied after receiving that decision, the employee may file a written grievance with the Personnel Committee within three working days. This Committee will hear the grievance and provide the employee with a written response within five working days, unless additional time is required under the circumstances. The aggrieved will be notified in writing if this is the case.

Any decision rendered by the Personnel Committee, acting for the Session, must be regarded as final and binding on all parties.

Termination, evaluations and salaries are not grievable issues.

APPENDIX I

Revision approved by Commission Dec. 5, 2002

Approved by Session Dec. 18, 2002

Claremont Presbyterian CHILDREN'S CENTER

CPCC Standard of Employee Conduct and Corrective-Action Guidelines

The standards listed below are intended to be illustrative but not all-inclusive of the type of conduct expected of CPC and CPCC employees. They are interpreted below for use by the CPCC employees.

A. Timely and Regular Attendance

Dependability and regular attendance are critical in the child-care field. Unexpected absence or tardiness almost always lessens the quality of care that children are receiving. Planned time off must be arranged in advance with the Center Director.

B. Dependable Application of Time

Employees are expected to apply themselves to their assigned duties during the complete time they are scheduled for work, except for reasonable break times, within the current [California Labor Law](#).

C. Satisfactory Work Performance

Employees are expected to provide LOVING care to children within the guidelines of their job description and are expected to follow the guidelines of the [National Association for the Education of Young Children](#), which are set out in its accreditation criteria. Employees are also expected to be familiar with and observers of the [California State Department of Social Services regulations \(Title II\)](#) and the federal [OSHA health and safety regulations](#). Conditions or circumstances which will prevent employees from performing effectively or from completing their assigned tasks should be reported to the Director as soon as they become known.

D. Appropriately Representing Claremont Presbyterian Church

Each employee is a representative of the CPC while at work. Professional conduct and appropriate behavior are normal expectations of each employee. Professional conduct includes observance of the CPCC Dress Code.

E. Corrective-Action Guidelines

The following guidelines are designed to establish a fair and objective process for correcting or treating unacceptable conduct, to distinguish between less serious and more serious misconduct, and to provide corrective action accordingly. Unacceptable conduct is divided into four categories, according to severity.

1. **First-Group Offenses** are less serious in nature but require correction in the interest of maintaining a productive and well-managed work force. First-group offenses are usually dealt with first by discussing the need for corrective action with the employee. Repeated first-group offenses of any type will result in oral and then written notices, followed by written probation, and then dismissal.
2. **Second-Group Offenses** are more serious. Corrective action usually begins with an oral warning backed up by a written notice in the employee's personnel file. Additional offenses will result in a written notice of warning, probation, and then dismissal.
3. **Third-Group Offenses** will usually result in a written notice of probation for the employee, with dismissal for additional offenses.
4. **Fourth-Group Offenses** are those serious enough that a first incidence would normally result in immediate dismissal.

Each situation will be handled appropriately by management; and while these guidelines may be applied in certain situations, at management's discretion, other solutions may be the management's remedy. However, every incident of corrective action shall be reported by the CPCC Director to the CPC Associate Pastor or current supervisor.

1a. Group One Offenses –Oral Warning

Usually, two oral warnings would result in a written warning; further warnings would then lead to probation and dismissal, regardless of the type of offense from this group.

1. Inadequate or unsatisfactory job performance.
2. Unsatisfactory attendance or excessive tardiness.
3. Inability or unwillingness to work cooperatively and respectfully with other employees and/or parents.
4. Failure to adhere to the Center Dress Code.

2b. Group Two Offenses –Written Warning

The first offense should result in a written warning. Probation and dismissal may follow for additional offenses.

1. Leaving the work site without permission during working hours.
2. Failure to report to work without proper notice to the Director.

3. Failure to follow the Director's instructions, failure to perform assigned work, or failure otherwise to comply with applicable established written policy.
4. Recording time for another employee's time record, or requesting another employee to record time on one's own time record.

3c. Group Three Offenses –Written Notice of Probation

The first offense will result in a written notice of probation. Another offense will result in dismissal.

1. Threatening a child with physical punishment or punishment prohibited by licensing standards.
2. Threatening or intimidating other employees or parents.
3. Disclosing confidential information.
4. Encouraging parents to enroll children elsewhere or other actions that, in the judgment of the Director, represent a clear conflict of interest.

4d. Group Four Offenses–Immediate Dismissal

The first offense will normally result in immediate dismissal.

1. Administering physical punishment of any kind to a child.
2. Possession or use of alcohol or unlawful use or possession of controlled substances while on the job. Reporting to work under the influence of alcohol or illegal drugs. If your personal conduct suggests such influence, you may be required to be tested immediately by a physician. Failure to receive a negative test report will result in dismissal. The employee will be suspended without pay until the medical report is received.
3. Arrest and/or conviction of a crime, on or off the job that is plainly related to job performance or representation of the CPC or CPCC. An employee arrested and bound over for trial on any felony charge will be suspended without pay until a verdict is reached. If convicted, the employee will be dismissed.
4. Falsifying records of CPC or CPCC.
5. Physical violence or the use of foul or abusive language while on CPC or CPCC property or on the job.
6. Theft or unauthorized possession or removal of CPC or CPCC records or property or those of parents or employees.
7. Leaving a child or classroom unattended, or permitting a child to wander from the Center or its playground.
8. Violating safety rules where there is a serious threat of injury or danger to life.
9. Failure to report to work without notice or satisfactory explanation for more than one day (being absent without permission.)
10. Possessing firearms or weapons at the Center or bringing them to the Center.

Grievance Procedure CPCC

It is the intent of the Claremont Presbyterian Children's Center to maintain and preserve a good working environment. However, whenever a group of people works together, personal problems and complaints may occasionally arise. The important thing is that these problems and issues be discussed so that a solution can be reached. All employees are encouraged to use the following procedures:

- A. If any employee has a complaint or suggestion, it should first be discussed with the Center Director. Most day-to-day problems can be resolved through this kind of communication.
- B. If the matter is not satisfactorily resolved at that level by the Director, the employee may contact the Claremont Presbyterian Church Associate Pastor or other ordained staff.
- C. If still not satisfied, the employee may submit the problem in writing, to the Chairperson of the Claremont Presbyterian Church Personnel Committee. The decision of the Church Personnel Committee, acting for the Session, will be final.