

Presbytery of Mid-Kentucky

Called Meeting – Highland Presbyterian Church

December 15, 2025 – 5:00 p.m.

*Note: there will be NO Zoom for this meeting, but it will be streamed at:
www.youtube.com/@HighlandPresbyterian*

DOCKET

Moderator: Ruling Elder Alicia Bloos

Vice-moderator: Teaching Elder Joel Weible

Stated Clerk: Teaching Elder Jerry Van Marter

Recording Clerk: Teaching Elder Andrew Hartmans

5:00 p.m. **Call to Order and Opening Prayer:** Alicia Bloos

- Greetings from Highland Presbyterian Church
- Seating of corresponding members, first-time attendees and guests.
- Declaration of a quorum
- Moment of personal privilege

5:10 p.m. **Report of the Nominations and Representation Committee:** Pam

Clinger/Sara Sutphin

- **FOR ACTION:** Elect Rev. Steve Jester to the Personnel Committee, Class of 2026.

5:12 p.m. **Report of the Personnel Committee:** Betty Muse

- FOR INFORMATION: First Reading of the revised Personnel Manual (questions for clarification only; approval in February)
- FOR INFORMATION: Introduction of Interim Stated Clerk Jenny Edlin, whose term of service is one year.

5:25 p.m. **Report of the General Presbyter Search Committee:** Nolan Huizenga and Jenny Edlin, co chairs

- **FOR ACTION:** That the presbytery elect the General Presbyter Search Committee's choice to serve as General Presbyter, effective January 15, 2026, approve the terms of call, and transfer the new General Presbyter's membership from their current presbytery to the Presbytery of Mid-Kentucky.

6:00 p.m. **Closing Prayer and Adjournment**

You are invited to a celebration of Jerry Van Marter's retirement after 10 years as stated clerk immediately following this meeting at Molly Malone's, 933 Baxter Avenue, Louisville, KY 40204 (near Highland Church). Jerry concludes his service on December 31.

Rev. Jenny Edlin
1602 Belmar Drive
Louisville, KY 40213
Jennyedlin1@gmail.com
502-939-2768
October 15, 2025

Dear Members of the Personnel Committee,

I am writing to express my sincere interest in the position of Stated Clerk for the Mid-Kentucky Presbytery. As a teaching elder who grew up within this presbytery and continues to serve on several of its committees, I feel a deep sense of connection to its mission, its congregations, and its future. This role feels like both a natural step in my vocational journey and a calling to serve the wider church in a particular and meaningful way.

From my class time in Presbyterian polity during seminary to my ongoing presbytery involvement, I have come to see our governance not as bureaucracy, but as a faithful expression of what we believe about leadership, discernment, and the movement of the Spirit. I am passionate about the way our polity holds space for both structure and flexibility—especially in times of challenge or change—and I believe the work of the stated clerk is central to upholding this delicate and important balance.

In my previous work as a chaplain, I was responsible for maintaining accurate and confidential medical records, connecting individuals with appropriate resources, and serving on institutional committees—all experiences that strengthened my attention to detail, administrative skill, and ability to hold both systems and people with care. These gifts have continued to grow in ministry, particularly through committee and commission work within the presbytery.

I would be honored to bring these experiences, along with my deep love for this presbytery, to the work of stated clerk. I am committed to serving with integrity, clarity, and compassion, and to ensuring that our shared work remains grounded in faithfulness to Christ and to one another.

Thank you for considering my application. Attached to this letter you will find a brief education and work history. I would welcome the opportunity to speak further about how I might serve Mid-Kentucky Presbytery in this role.

Sincerely,

Jenny Edlin

JENNY EDLIN

1602 Belmar Dr. Louisville, KY | 502.939.2768 | Jennyedlin1@gmail.com

EDUCATION

Louisville Presbyterian Theological Seminary

Master of Divinity (2019)

University of Louisville

Bachelor of Science in American Sign Language Interpreter Studies (2014)

Ordained Minister of Word and Sacrament

Presbyterian Church USA (2019)

Board Certified Chaplain

Association of Professional Chaplains (2024)

PROFESSIONAL EXPERIENCE

Peace Hospital, UofL Health; Louisville, KY

Chaplain

(September 2021- July 2024)

Ascension St. Vincent Hospital; Salem, IN

Chaplain

(October 2020-September 2021)

Premier Hospice; Jeffersonville, IN

Chaplain

(October 2020-September 2021)

Baptist Hospital Louisville; Louisville, KY

Chaplain Resident

(August 2019-September 2020)

University of Louisville Hospital; Louisville, KY

Chaplain Intern

(May 2018-Aug 2018)

Highland Presbyterian Church; Louisville, KY

Field Education Intern

(September 2017-May 2018)

ADDITIONAL MINISTRY EXPERIENCE

- Serve on multiple presbytery committees and commissions, including COM and Administrative Commissions.
- Serve as Clerk Pro Tem, as needed
- Pulpit Supply preacher
- Moderator for churches in transition
- Volunteer leader and chaperone for youth trips (Montreat Conference, local and national mission trips, overnight retreats, etc.)
- Small Group Leader at Triennium Youth Conference

References available upon request

PERSONNEL POLICIES MANUAL



Mid-Kentucky Presbytery

Revised October 27, 2025

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I. INTRODUCTION

The Church is the creation of Jesus Christ and a vehicle for the Mission of God in the world. Aspiring to be a manifestation of the realm of God, the Church and its service organizations such as the Presbytery have responsibilities to its staff members even as it does to its members, and the work of the Church is more effectively and efficiently done when its staff persons have good working conditions and are provided with a working atmosphere in which they know where they stand, what they can count on and what they may expect under whatever circumstances may arise. As a Presbytery, Mid-Kentucky Presbytery is subject to requirements of the BOOK OF ORDER of the Presbyterian Church (U.S.A.).

Further, the Presbytery understands that its employees are gifted and called to work together in a ministry of Christ. Presbytery aspires to equip and support those who labor in our ministry – both employed and volunteer. The Personnel Committee has prepared, and the Coordinating Commission has approved the following Personnel Policies Manual to be effective as of the time of adoption.

II. EMPLOYMENT

This policy manual has been prepared and is distributed to all staff to set forth general statements of the policies and procedures the Mid-Kentucky Presbytery (“the Presbytery”) presently follows in personnel matters concerning employment and to provide information concerning staff benefits. This policy manual is not part of an employment agreement or contract with any of the Presbytery’s staff, and the Presbytery reserves the right in its sole discretion to alter, amend, waive, or withdraw any of these policies, procedures, and benefits at any time without notice.

All staff members, interns, and field education students are expected to be familiar with and to conform to and follow all Presbytery policies, procedures, and rules and regulations including any behavioral and confidentiality standards identified in this policy manual. Employees, interns, and field education students should read this Manual. If you have questions, review them with the General Presbyter.

Each staff person and intern, except for installed clergy, should remember that he or she is an employee at will. That is, both the Presbytery and the employee have the freedom to choose to end the employment at any time with or without cause. NOTE: Wherever the words “General Presbyter” appear, it is understood to include an Interim General Presbyter or anyone in an “acting” position appointed by the Coordinating Commission.

The employer of all staff is Mid-Kentucky Presbytery. The Presbytery is an equal opportunity employer and maintains a policy of nondiscrimination on the basis of race, color, religion, sex, national origin, age, gender, marital or veteran status, family responsibility, physical appearance, physical or mental disability (that does not render the person, with or without reasonable accommodation, unable to perform the essential duties of the job), or any other reason which is unlawful under any applicable local or federal statute. The Presbytery, as a religious organization, may give preference in employment to members of the Presbyterian Church (USA).

All new staff members will be subject to criminal background and reference checks.

Harassment on the basis of any of the foregoing characteristics will not be permitted or condoned. Racial, sexual, age-related, or ethnic slurs or insults are wholly inappropriate and violate the Presbytery's equal employment opportunity policy, Antiracism Policy and Anti-Harassment Policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature on the part of supervisors, employees, and non-employees. Sexual harassment also encompasses conduct of a sexual nature where submission is either expressly or implicitly a term or condition of employment or submission or rejection is used as a basis for affecting an individual's work performance or creating an intimidating, hostile or offensive working environment. Conditions must be strictly avoided that may even be perceived as being of a sexual nature.

Grievance Procedures

These grievance procedures outline a formal complaint process available to employees following attempts to resolve problems with personnel policies through normal supervisory channels. Complaints regarding discrimination and/or harassment are given special handling as detailed in a separate section of this manual.

The General Presbyter is responsible for the implementation and administration of the policies and procedures provided in this manual. In the event that difficulties in interpretation or application should arise, the Personnel Committee shall resolve them. These policies will be reviewed as needed, at a minimum of once every three years, by the Personnel Committee. Revisions will be submitted for approval to the Coordinating Commission.

If at any time an employee feels unfairly or inappropriately treated or is dissatisfied with a decision of the General Presbyter in administering personnel policies, the employee may present a grievance in writing to the General Presbyter. The General Presbyter may choose to subsequently meet with the aggrieved employee to fully understand the issue. The General Presbyter will reply to the grievance in writing within 30 days and also may choose to discuss his/her decision with the employee who submitted the grievance.

If an initial grievance is not satisfactorily resolved, the employee then may submit the complaint in writing to the Chair of the Personnel Committee. The Chair will prepare a reply within 30 days following the next Committee meeting and any required investigation or consultation. If necessary or prudent, the Chair may call a special meeting of the Personnel Committee. At this point in the process, the employee may, at the Chairperson's request, meet with the Personnel Committee at its next meeting to discuss the grievance. The Personnel Committee shall make a final determination on the issue raised.

From time to time, special problems or issues may arise which are not directly addressed by the policies in this manual. When this occurs, the General Presbyter should use considered judgment and the past deliberation of the Personnel Committee to respond consistent with the overall spirit and intent of these policies.

- A. Employment Categories: Most Mid-Kentucky staff persons will fall under all three of these employment categories in various situations.
1. Criteria established by the Fair Labor Standards Act define positions as exempt or non-exempt.
 - a. Exempt (compensated on the basis of an annual salary) Persons employed in exempt positions are not required to be paid overtime for work performed beyond 40 hours in a work week.
 - b. Non-exempt (compensated on the basis of an hourly wage) - Persons employed in non-exempt positions who are required to be paid for overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond 40 hours in a workweek.
 2. Criteria Based on Employment Provisions
 - a. Full-Time Staff Persons are those who are hired to work a full 32 hours per week.
 - b. Part-Time Staff Persons are those who are employed to work less than 32 hours per week. If they are not temporary and are employed at least 20 hours per week they are eligible for benefits contained in this manual on a prorated basis. If they are later placed on a full-time basis, prorated credit will be given from the first day of part-time employment for sick leave and vacation benefits.
 - c. Temporary Staff Persons are those who are hired to work full or part-time with the understanding that their employment is for a specific limited period of time with the further understanding that even during this period of time, their employment may be terminated at any time with or without cause. These staff are not eligible for staff benefits, regardless of the number of hours they work per week.
 3. Criteria Established by the PCUSA
 - a. Installed Teaching Elders are ordained ministers of the Presbyterian Church (USA) who are called and installed under the oversight of the Presbytery's Commission on Ministry with negotiated terms of call.
 - b. Other Teaching Elders or non-PC-USA ordained ministers that may be hired by the Presbytery.

B. Position Descriptions

A written position description, subject to periodic review and change, shall be provided for all positions. The position description outlines the concept and objectives of the position and defines the specifics of responsibility and authority but may not be all-inclusive.

C. Recruitment and Selection

All staff shall be recruited in accordance with the provisions of the constitution of the Presbyterian Church (U.S.A.) and the Affirmative Action Program of the Presbytery. Non-exempt positions shall be advertised and appointed by the General Presbyter and the Coordinating Commission. Positions which would provide lateral movement, or would constitute a promotion, may be filled by current non-exempt staff who wish to apply for consideration.

D. Teaching Elder on staff will be approved by vote of the Presbytery or COM.

E. Letter of Employment

All staff shall be provided with a letter of employment or a written contract which clearly identifies the position, the salary, the starting date, the staff person's supervisor(s), and other pertinent conditions of employment. Employment will not become effective until the individual returns a signed copy to the General Presbyter.

F. Orientation Period

The first three months of employment of non-exempt personnel are normally considered an orientation period. Following a review at the completion of that time period, the staff person will be advised of his/her continuing status or, in the case of an unsatisfactory review, may be allowed an additional, employer defined period for improvement or the option of resigning without prejudice. The Presbytery reserves the right to terminate the individual at any time during the three-month period with or without cause.

G. Work Hours

Work hours support the mission of the Presbytery. Regular working hours are from 8:30 a.m. to 5:00 p.m., with one hour for lunch. Flex-time is permitted, with the approval of the General Presbyter. Ordinarily, the work week is five days a week with two days off per week, unless scheduled differently by the General Presbyter. Staff may be expected to work an evening or weekend as necessary to support the Presbytery's mission. Non-exempt staff will be granted compensatory time within the pay period. Exempt staff are expected to manage self-care.

H. Holidays - The Presbytery will observe the following paid holidays each year

New Year's Day
Martin Luther King's Birthday
Good Friday

Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Thanksgiving Friday
Christmas Eve
Christmas
New Year's Eve

On occasion a weekend holiday will be observed at a different time in the year altogether as recommended by the General Presbyter and approved by the Personnel Committee. If a staff member is required to work on a holiday, he/she will receive a substitute day off.

I. Board of Pensions Employee Assistance Program

Mid-Kentucky Presbytery views alcoholism, drug and substance dependency as illnesses that should be treated. The Board of Pensions offers employee assistance for mental health and substance abuse dependency through the Response and Assist Programs.

The Board of Pensions program applies to all staff members of Mid-Kentucky Presbytery. Information on this program can be obtained directly from the Board of Pensions, or through the General Presbyter.

J. Unemployment Compensation

Mid-Kentucky Presbytery, as a non-profit organization, does not participate in unemployment insurance programs.

K. Worker's Compensation

All employees shall be covered by the Worker's Compensation Law of the State of Kentucky.

L. Housing Allowance

The Internal Revenue Code provides that a teaching elder can, for tax purposes, exclude from any gross income any allowance paid as part of his/her compensation to the extent that he/she used it for renting or providing a home. In order to satisfy the requirement of the Internal Revenue Service relative to the Housing allowance for ordained ministers, it is understood that a portion of salary may be designated for housing. This amount shall be approved by the Commission on Ministry acting in this regard on behalf of the Presbytery.

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

M. Moving Expenses

Whenever an exempt staff person is required to move his/her place of residence in order to carry out the duties of his/her Presbytery position due to new employment or a transfer, the Presbytery will pay reasonable moving expenses. Staff are asked to provide three estimates. These costs will be negotiated within the terms of the staff person's employment.

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

House hunting expenses (transportation, lodging, and meals) will be paid to the transfer site for the staff person and spouse for one round trip covering a period not to exceed three days in addition to travel time. In unusual circumstances additional time may be made available upon authorization by the General Presbyter.

N. Voluntary Benefits

Voluntary Medical, Death and Disability, Dental, Pension and Retirement Savings Account benefits are provided through the Board of Pensions of the Presbyterian Church (USA). These benefits are made available to all employees working more than 20 hours per week. See Board of Pensions policies for details.

III. SALARY ADMINISTRATION

The Presbytery is committed to salary administration principles which will provide fair pay for the work performed.

A. Paydays

The Presbytery issues payroll checks during the last week of the month.

B. Deductions

With the exception of Social Security and Federal, State and Local Taxes, ordained clergy are included in all other policies which apply to Mid-Kentucky staff.

1. Social Security

All Mid-Kentucky staff persons are covered by Social Security. The staff person's share of the tax is withheld from the wages of non-clergy staff.

- a. Clergy - In accordance with the Social Security Administration and Church policy, all ordained clergy are considered self-employed persons engaged in the exercise of their ministry and are not subject to withholding for certain taxes. The Presbytery does not pay the employer's portion of Social Security for ordained clergy. However, ordained clergy will be reimbursed by the Presbytery for this amount (7.65%). Ordained clergy are responsible for paying their own self-employment tax (SECA).
- b. Non-clergy - The presbytery pays one half of FICA (Social Security and Medicare taxes) for all non-clergy staff. An equal amount is paid by the staff person and is withheld from the staff person's pay.

2. Federal, State and Local Taxes

- a. Clergy - Clergy are not required to have taxes withheld from their salary. Taxes are withheld for clergy only at their request. Clergy are responsible for their own withholding taxes.
- b. Non-clergy - All applicable Federal, State, and local (county) taxes will be withheld from pay based upon the exemption claim forms which are completed at the time of employment. Exemptions may be changed at any time, provided the exemptions claimed do not exceed the number to which a staff person is legally entitled.

3. Voluntary Benefits Provided through the Board of Pensions

The Board of Pensions PC (USA) provides a pension plan, major medical insurance, death and disability insurance, and a retirement savings plan

Complete details can be obtained from the Board of Pensions.

C. Adjustment of Salary Scales

Salary scales for exempt and non-exempt staff will be reviewed at least once a year by the Personnel Committee.

4. Salary Review and Increments

Cost of living salary adjustments, if any, will be determined annually by the Presbytery (for PCUSA clergy), the Coordinating Commission (for exempt positions) or by the Personnel Committee (for non-exempt positions).

A salary review will be made whenever any changes in duties or relationship call for a re-evaluation of the position.

- a. Exempt Staff: Review will be conducted by the Personnel Committee which makes its recommendation to Presbytery (for

PCUSA clergy) or the Coordinating Commission (for other exempt positions) for action.

- b. Non-Exempt Staff: Review will be made by the General Presbyter and recommended to the Personnel Committee for action.

5. Merit Increases

Merit salary increases may be granted according to the following criteria:

- a. Non-exempt Staff: Upon the recommendation of the General Presbyter to the Personnel Committee for action.
- b. Exempt Staff: Changes in compensation for exempt staff persons must be approved by Presbytery (for PCUSA clergy) or the Coordinating Commission (for other exempt positions) before implementation.

IV. PERFORMANCE REVIEWS

Annual Review and Evaluation of All Staff: The Personnel Committee of the Presbytery arranges for the conducting of annual reviews of core Presbytery staff. A member of the Personnel Committee will participate in the every-other-year reviews of contract staff who report to ministry specific commissions or committees (e.g., UKirk, Preston Highway, Goodness Grows, and other initiatives or ministries as defined or established.). The Commission or Committee will perform the review in the odd-numbered years with a summary forwarded to the presbytery's Personnel Committee and performance reviews will be conducted by members of the Committee plus one member of the presbytery's Personnel Committee in the even-numbered years.

V. LEAVE

A. Annual (Vacation) Leave

A vacation with pay is provided for eligible staff persons for rest, refreshment, and relaxation. Staff persons are encouraged to take accumulated annual (vacation) leave in the year in which it is earned. Permission must be obtained from the General Presbyter to roll vacation time into the following year.

Leave is earned at the monthly accrual rate, at the end of each calendar month worked. Ordinarily, vacation leave may not be used before it has been accrued. Under certain circumstances, at the sole discretion of the General Presbyter, an exception may be made.

When employment is terminated, either voluntarily or involuntarily, staff persons will be paid for any unused, accumulated annual leave.

1. Non-Exempt Staff

Non-exempt full-time staff shall accrue annual (vacation) leave as follows:

Years of Service	Days of Leave
During first year	as accrued
During years 2-4	two weeks
During years 5-9	three weeks
During years 10 and thereafter	four weeks

During the first year of service, annual leave days are accrued one per each full calendar month after the completion of the three-month orientation period. Non-exempt part-time staff who are eligible shall accrue prorated annual (vacation) leave based on the regular days/hours worked and the above delineated schedule. Rates of vacation accrual are adjusted on an annual basis.

2. Exempt Staff

Exempt staff shall be entitled to four weeks of annual (vacation) leave each year. During the first year of service, annual leave days are accrued two per month, for each full calendar month, to a maximum of four weeks.

B. Sick Leave

Sick leave is defined as time off required by an employee due to his or her own illness or injury, the illness or injury of a dependent, his or her own medical or dental treatment or the medical or dental treatment of a dependent. Sick leave is not to be used as additional vacation time. Abuse of sick leave is grounds for disciplinary action, up to and including discharge from employment.

1. Exempt and Non-Exempt

Full-time staff persons are entitled to 10 working days of paid sick leave for each calendar year. At the time of termination of employment (either voluntary or involuntary), a staff person shall have no claim for pay in lieu of unused sick leave.

2. Part-time Staff Persons

The amount of sick leave shall be pro-rated based on the regular days worked up to 5 days per year.

If an employee uses more than the sick leave accrued and is not eligible for and able to apply either unpaid family leave or unpaid medical leave to his or her absence from employment, the employee will apply the time off to accrued vacation. If accrued vacation is unavailable, the employee will take leave without pay. The Presbytery reserves the right to request a physician's certificate or other proof of illness from an employee for an absence of three consecutive days or more. The General Presbyter will review extenuating circumstances.

C. Study Leave

All staff are encouraged to take advantage of opportunities for continuing education through seminars, classes or other events which would directly enhance their job performance.

The specific events, the amount of time, the timing, and the availability of funds shall be determined by consultation between the staff person and the General Presbyter.

1. Study Leave for Exempt Staff

- a. All exempt staff shall be granted study leave of at least two weeks per year. The Personnel Committee may approve in advance additional time at its sole discretion.
- b. A minimum study leave allowance shall be provided each year in the same amount as that provided in the Presbytery-approved Compensation and Benefits Policy for Pastors and Associates. The Personnel Committee may grant additional funds.
- c. Study leave time and allowance may be accumulated to a maximum of six weeks with approval of the Personnel Committee.
- d. Study leave for the first year of employment is pro-rated based on employment date. Thereafter, study leave is granted based on calendar year.

2. Study Leave for Non-Exempt Staff

Non-exempt staff may be granted study leave on certain conditions as approved by the General Presbyter. Both time and funds shall be provided.

D. Sabbatical Leave for Exempt Staff

After six years of continuous service on the staff of the Presbytery, a sabbatical leave shall be provided at full pay, but without additional allowance for expenses. The recommended length of sabbatical leave is three months. Up to a total of four weeks of accrued vacation time and/or study leave may be added to the sabbatical leave with prior approval of the Personnel Committee and in conformance with the Commission on Ministry policies. Specific information concerning Sabbatical Leave is available in the Commission on Ministry Sabbatical Guidelines policy.

E. Leave of Absence with Pay

Leaves of absence, with pay, are provided for exempt and non-exempt staff under the following circumstances with approval by the General Presbyter. Leave time will be prorated for eligible part-time and temporary staff based on usual days worked.

1. For a regular training period of the U.S. Armed Forces (up to two weeks annually)
2. For jury duty (as required)
3. For marriage of a staff person who has been employed by the Presbytery for 90 days or longer (up to three days)
4. For personal or family emergencies which cannot be handled outside of regular working hours (up to three days annually)
5. For a death in the immediate family (up to three days)

When possible, requests for such leave should be made well in advance, initiating with the General Presbyter. In general, such leave, when approved, does not affect the amount or use of the staff person's earned Annual Leave. When a staff person receives compensation for U.S. Armed Forces training duty, his/her wages from the Presbytery for the same period will be reduced by the amount of that compensation.

F. Leave of Absence without Pay

Leaves of absence without pay are provided under certain extenuating conditions with approval of the General Presbyter in consultation with the Personnel Committee.

G. Family Leave

Family leave may be granted to a staff person who has had at least one year of continuous employment by the Presbytery, for the period immediately preceding and following the arrival (birth, adoption, or guardianship) of a child:

1. The staff person should apply for the leave at least one month prior to the beginning of the leave, specifying the amount of leave time desired.
2. The leave can be for up to six months at the sole discretion of the General Presbyter. The paid portion should not exceed 13 weeks. The leave may be extended through the use of accrued vacation and sick leave or may be without pay for a period of time not to exceed 6 months total. The leave may include a period in advance of the expected arrival of the child and leave time may be taken after the child has arrived. See the Parental Leave Policy from the Commission on Ministry.
3. Benefit coverage (except vacation and sick leave accrual) and service credit will continue during the entire leave. Noncontributory health insurance will

continue to be provided by the Presbytery. Contributory coverages will only continue, provided the employee makes direct payments.

4. If both parents are employed by the Presbytery, only one family leave can be granted. However, leave may be shared by the two parents.
5. Upon return to duty, every effort will be made to place the staff person in an equivalent position if it is not possible to hold open the identical position.
6. Any cost-of-living adjustment to salary for which the staff person may become eligible in the course of the leave will be effective on return to employment.

H. Disability Leave

Disability leave is considered to be temporary separation due to physical or mental inability to function on the job. The decision to grant disability leave shall be made by the Personnel Committee in consultation with the General Presbyter. It shall be based upon the recommendation of a physician(s). During the first three months, the staff person will receive full salary and if applicable, housing. After three months, all disability coverage must be arranged through the Board of Pensions. After six months, the staff person must return to work, retire, or terminate employment without further compensation. Any disability coverage from the Board of Pensions continues at its determination.

VI. CONDUCT

Mid-Kentucky Presbytery is the professional office and headquarters for Presbyterian churches in the mid-Kentucky area. Presbytery staff persons are, in effect, representing the Presbytery and are therefore expected to reflect this in their personal dress and behavior.

In the course of performing their job duties, the Presbytery's employees may have access to highly sensitive and confidential or proprietary business information. All employees must pledge their best efforts and diligence to protect such information.

At no time will an employee disclose, directly or indirectly, confidential, or proprietary information regarding the business of the Presbytery. This shall include but not be limited to business and personnel policies, compensation and benefits, data, financial information, mailing lists, telephone directories, or rosters or biographical employee information.

In addition, much information of a personal and confidential nature relating to clergy is necessarily on file in the offices. All such information is strictly confidential; no staff person is to confirm, deny, or discuss anything pertaining to these confidential records. Failure to comply could involve the Presbytery in civil court and is grounds for dismissal of the staff person(s) responsible.

The Presbytery of Mid Kentucky uses diverse methods of communication in support of its mission. While means of sharing information are always evolving the fundamental goal is

furthering Presbytery mission through interpretation, dialogue, and encouragement of participation.

The Mid Kentucky Presbytery will facilitate communication among members and groups within the Presbytery, from leadership bodies to the Presbytery at large, and from the Presbytery to the community/world.

Presbytery staff may initiate appropriate communication by phone, mail, email, website, and other avenues. Statements to the press and media will be issued by staff on behalf of Presbytery, under the direction of the General Presbyter

An employee who terminates his or her employment with the Presbytery may not copy or subsequently use or disclose, directly or indirectly, any confidential or proprietary information acquired during his or her employment. [All documents and other materials relating, directly or indirectly, to any confidential or proprietary information that is used, prepared, or learned by employees during their employment with the Presbytery are, and shall remain, the sole and exclusive property of the Presbytery, and must be returned (together with any copies that may have been made) at the termination of employment.]

A. Subpoenas or other formal requests for information about the business or activities of the Presbytery must immediately be directed to the General Presbyter. Except as otherwise provided by law, employees may not respond to any such subpoenas or requests without the express written authorization of the General Presbyter. An employee who discloses confidential and proprietary information in violation of the policy will be subject to disciplinary action, up to and including termination of employment, even if the employee does not actually benefit from the disclosure.

B. Privacy Guidelines

All personnel and employment information shall be kept secure, and access thereto shall be controlled. Data in an individual's personnel file shall be released outside the Courts of the Church only under court order or subpoena or when the person has given written consent. When such information is released as a result of a court order or subpoena, the staff person shall be notified prior to the release of the information.

All staff persons have the right to review their own individual files during regular office hours.

C. Sexual Misconduct

All staff persons are subject to Mid-Kentucky Presbytery's Sexual Misconduct Policy and the Presbytery Ethics Policy.

VII. TERMINATION AND SEPARATION

Presbytery seeks to create a work culture in keeping with its mission and thereby holds its employees to a high standard of behavior as the employees represent the Church in their

interactions on behalf of the Presbytery. When employees fail to meet that standard, employment may be terminated. All conditions for separation for installed clergy shall be compatible with the provisions of the Book of Order. All matters regarding staff separation for exempt and non-exempt staff shall be documented in writing by the General Presbyter with copies to the Personnel Committee. The reasons for termination and/or resignation shall be furnished in detail. All records regarding the proposed discharge of a Presbytery staff person shall be treated with strict confidentiality.

Separation shall be without discrimination based on race, color, sex, national origin, age, disability, marital status, gender identity, sexual orientation, ordination status, or appearance.

A. Separation - Exempt Staff

1. Resignation

Voluntary separation (resignation) may take place after written notice to the General Presbyter with copies to the Personnel Committee. The staff person is requested to give at least one month's notice in writing. Resigning staff persons will be paid the cash equivalent of their unused earned annual leave as of the official date of separation. No payment will be made for unused sick, study, or sabbatical leave.

2. Reorganization or Reduction in Force

Separation because of the discontinuance of a project, reorganization reduction in budget or personnel, or for other circumstances arising out of no fault of the staff person, is at the sole discretion of the Presbytery. The Commission on Ministry is authorized to act on the Presbytery's behalf upon Coordinating Commission recommendation in regard to PCUSA clergy in exempt positions. The Coordinating Commission is authorized to act on the Presbytery's behalf for all other exempt staff. Written notice of such separation will come from the Presbytery Coordinating Commission after consultation with the Personnel Committee. Six months' notice or pay in lieu of notice will be given. Should re-employment by the Presbytery take place before the expiration of the notice period, salary payment for the terminated position will continue only to the actual date when re-employment is achieved.

3. Suspension

The General Presbyter may order suspension of a staff person (with pay) after obtaining concurrence by the Personnel Committee Chair.

As soon as feasible following the notice of suspension, an investigation of the facts that led to the suspension shall be conducted under the aegis of the Personnel Committee. The Personnel Committee shall notify the suspended minister of Word and Sacrament of the right to appear before the Presbytery Commission on Ministry or representative thereof, with or without

advocate, in order to provide the Coordinating Commission with facts and to defend his/her position.

Within three weeks of the original date of suspension, the Presbytery Commission on Ministry shall issue a decision either extending the suspension, reinstating the suspended person, or terminating the suspended person.

4. Discharge for Unsatisfactory Performance

Whenever the Personnel Committee determines that a staff person is not performing in a satisfactory manner, the Committee shall meet with the staff person and the General Presbyter to discuss ways to improve performance. If it is deemed appropriate, the Committee shall send a letter to the staff person, specifying the dates of a probationary period not to exceed three months, with copies to the General Presbyter indicating what was communicated to the staff person at the meeting.

At the end of the probationary period, the Personnel Committee shall conduct an interview with the staff person and the General Presbyter. If the performance is still at an unsatisfactory level, the Committee may recommend separation. For installed staff, this recommendation shall be conveyed to Commission on Ministry for final decision subject to concurrence by the Presbytery through its Commission on Ministry. For exempt staff who is non-installed clergy the termination date may be effective on the date of the interview, and this discussion constitutes notice of termination. For non-installed exempt staff, this recommendation shall be conveyed to the Commission on Ministry for final decision and does not depend upon the concurrence by the Presbytery.

Salary and benefit continuation may be negotiated but shall not exceed six months, or one month per year of employment, whichever is less, and the cash equivalent of all unused earned annual leave. Study, sick or sabbatical leave will not be granted as part of a severance agreement.

5. Discharge for Other Causes

Separation for other causes shall include, but is not limited to the list outlined below in Section C, Discharge for Other Causes :

- a. Any conduct that may be inconsistent with the best interests of the Presbytery or any of its employees.

The Presbytery reserves the right to discharge any employee without notice if, in the judgment of the General Presbyter or Personnel Committee, the quality or efficiency of the Presbytery's business is being impaired.

Separation may be affected by the General Presbyter with concurrence of the Personnel Committee and Coordinating Commission. Presbytery's concurrence

through the Commission on Ministry is required when the person is installed clergy. No severance pay, or payment for unused study leave or sabbatical leave will be allowed. In all instances, such cause must be clearly documented

B. Separation - Non-Exempt Staff

An employee's relationship with the Presbytery is a result of the employee's voluntary decision to seek employment with the Presbytery. The Personnel Committee of the Presbytery is authorized to make binding decisions on matters involving non-exempt staff on behalf of the presbytery. No employee is employed for any specific term or duration or pursuant to any contract of employment. The employee has the right to sever the employment relationship with the Presbytery at any time and for any reason. Similarly, the employment of an employee can be terminated at the discretion of the Presbytery with or without cause at any time. The Presbytery has established certain rules and regulations for the guidance of employees. To prevent any misunderstanding, violations of the Presbytery's rules may, at the exclusive discretion of the Presbytery, result in disciplinary action ranging from a warning to employment termination. The Presbytery recognizes the following forms of termination:

1. Resignation

The Presbytery Personnel Committee shall accept, without prejudice, any written notice of resignation submitted by a staff person for any stated reason. Two weeks' advance notice is requested to complete separation procedures. Resigning staff persons will be paid the cash equivalent of their unused and accrued annual leave as of the official date of separation. The staff person will not be paid for accumulated, unused sick leave.

2. Reorganization or Reduction in Force

If termination is caused by reorganization or a position being abolished, the Presbytery Personnel Committee shall give the staff person, if possible, a separation notice of at least three weeks and shall pay the staff person unused, accrued leave plus severance pay. Under the circumstances, Severance pay shall amount to one week of salary for each full year of service up to a maximum of twelve weeks.

3. Discharge

Discharge is a termination initiated by the Presbytery Personnel Committee in which the employee is not eligible for rehire.

4. Discharge for Other Causes

Separation for other causes shall include, but is not limited to the list outlined below in Section C1, Discharge for Other Causes :

5. Discharge for Other Causes

Separation for other causes shall include but is not limited to the list outlined below in Section C, Discharge for Other Causes .

C. Discharge for Other Causes – Exempt and Non-Exempt

- a. Reporting to work or carrying out any of the duties of employment with illegal drugs in your body, under the influence of alcohol or under influences of prescription drugs that have been abused.
- b. Theft, misappropriation, or unauthorized removal of the Presbytery's or another employee's property.
- c. Willful misconduct or conduct which might endanger any other person.
- d. Immoral or indecent conduct.
- e. Physical violence, threats of violence, or provocation of violence, including assault or battery, or insulting, abusive, obscene, or intimidating language.
- f. Unauthorized possession of firearms or other dangerous weapons during working hours or on the Presbytery's premises.
- g. Violation of the Presbytery's harassment policies and or anti-racism policy.
- h. Failure to cooperate with or giving false or misleading information in an official investigation.
- i. Gambling during working hours or on the Presbytery's premises.
- j. Falsification of employment information, academic records, or other credentials upon which the decision to employ was based, or of time records, including falsification of the employee's own or another

employee's time records or any record upon which an action of the Presbytery is based.

- k. Willful misuse, damage or destruction of the Presbytery property, supplies, equipment, etc.
- l. Malicious gossip, interfering with another employee on the job or willfully restricting work production or encouraging others to do the same.
- m. Habitual or excessive absenteeism or tardiness.
- n. Absence or leaving work area or Presbytery premises without reporting to the General Presbyter or failure to submit a doctor's statement after absence of 3 consecutive days or more due to illness or injury.
- o. Failure to perform duties as assigned.
- p. Insubordination
- q. Loafing or sleeping on the job.
- r. Failure to observe time limits for breaks and lunch periods.
- s. Violation of the smoking policy.
- t. Use of Presbytery time for personal business.
- u. Failure to adhere to the rules of operation and conduct established by the Presbytery, including, but not limited to those employment policies that may be established from time to time.
- v. Any other conduct that may be inconsistent with the best interests of Presbytery or any of its employees.

The above list is not intended to be all-inclusive. The Presbytery reserves the right to discharge any employee without notice on other grounds if, in the judgment of the General Presbyter or Personnel Committee, the quality or efficiency of the Presbytery's business is being impaired.

D. Separation Clearance Procedures

Employees desiring to terminate their employment with the Presbytery are requested to give at least two weeks' notice, in writing, to the General Presbyter.

It is necessary to complete the entire separation clearance procedure which has been established to ensure all Presbytery property has been returned and all obligations are fulfilled before an employee's final paycheck is released. Property may include

but is not limited to Presbytery keys, equipment, name tag/badge, charge card, password, notecards, stationary and printed documents.

On the employee's last day, the General Presbyter or representative of the Personnel Committee will conduct an exit interview. The employee will be informed of the rights to continue medical insurance with the Presbytery under COBRA. At that time, the employee may make any comments regarding their job or their supervisor or the Presbytery in general. The employees' comments, based on their firsthand experience, can be extremely helpful and to the extent possible will be kept confidential. As noted above, during or prior to the exit interview, the employee is required to return all keys and Presbytery property.

All employees are entitled to payment for hours worked and any accrued and unused vacation. The Presbytery does not pay for accumulated, unused sick leave.

E. Release of Employee Information

Absent specific written authorization, the Presbytery will release only information concerning an employee's dates of employment and job title. Requests for other information will be honored only if accompanied by the employee's written authorization to release such information that also releases the Presbytery from liability. All requests for employee information should be referred to the General Presbyter to assure that the appropriate releases are signed and only documented information is released.

VIII. MANAGEMENT POLICIES

Non-exempt staff persons are generally responsible to the General Presbyter. At any time, an individual may ask to see the General Presbyter as well as request an opportunity to meet with the Personnel Committee.

A. Safety

Presbytery staff persons are directed to alert the General Presbyter to any situations that present safety hazards. Should an accident occur during working hours, please report it immediately. Minimum first aid supplies are available. All possible precautions should be taken to avoid creating dangerous work situations.

Staff persons are reminded to learn where the fire extinguishers are located as well as to become familiar with the closest exits in case of emergency.

B. Personal Use of Office Equipment

Use of Presbytery office equipment for personal needs is permitted within reasonable limits, and in the case of copying machines, with the payment of the charge as determined by the General Presbyter. Use of the postage metering machine for personal mail is regulated by the U.S. Post Office and is not authorized.

C. Computer Security

The Presbytery operates a computer system that contains virtually all the information necessary for the business of the Presbytery.

It is vitally important that this computer system be “up and running” at all times. Since portable storage devices from outside sources may contain computer viruses that have the capability of destroying all or a significant part of the information stored in the computer, only those portable devices that have been screened in advance may be placed on the system.

D. Reproduction of Software

According to U.S. copyright law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. The Presbytery does not condone the illegal duplication, acquisition, or use of software. Staff persons who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include discharge from employment.

E. Internet Access

Access to the worldwide web (www) and e-mail should not be used for excessive personal or other non-business-related communication or activities. The employer has the right to monitor email and computer files.

F. E-mail, Voice Mail and Social Media

The contents of any employee's Presbytery provided computer as well as messages on Presbytery voice mail are the sole property of the Presbytery. The Presbytery may override any individual passwords and/or codes or require employees to disclose any passwords and/or codes to facilitate access. E-mail and voice mail are intended to be used for business purposes only and any other use by any employee may subject the employee to discipline up to and including termination. Additionally, downloading, distributing, or sending obscene materials is strictly prohibited and will result in disciplinary action, up to and including termination. Policies regarding courtesy, solicitation, and harassment all apply to use of e-mail and voice mail. Employees should not expect that e-mail or voice mail is confidential or private; employees should not attempt to use another employee's e-mail or voice mail without their permission.

Any communication via e-mail, voice mail or work and personnel social media that may constitute verbal abuse, slander, or defamation or may be considered harassing, vulgar, obscene, or threatening is prohibited.

G. Service on Presbytery Committees

Exempt and non-exempt staff members may be asked to serve as ex-officio resource staff to one or more Presbytery committees. Staff members may not serve as active members of any Presbytery committees.

H. Policy for Snow and/or Inclement Weather

In general, the Presbytery will follow the policy implemented by Jefferson County Public Schools.

I. Smoking Policy

The Mid-Kentucky Presbytery office is a smoke free environment. Smoking is not permitted anywhere in the office.

J. Substance Free Workplace

The Presbytery has a responsibility to provide a safe environment for its staff members of the general public and to promote the safe performance of duties by its staff when outside Presbytery premises. The Presbytery is committed to establishing and maintaining a substance free workplace. The abuse of alcohol or prescription drugs and the use of illegal drugs on the Presbytery property or while carrying out the work of the Presbytery will not be tolerated.

Under no circumstances shall any employee report for duty or carry out any of the responsibilities of employment with the Presbytery while he, she or their has any illegal drug in his, her or their system or is impaired by any prescription drug or alcohol. Employees are prohibited from the unauthorized manufacture, use, possession, transfer distribution, or sale of alcohol or controlled substances at any

time on the Presbytery's premises or while carrying out the duties of their employment with the Presbytery. Employees are similarly prohibited from the misuse or abuse of prescription drugs. Except as may otherwise be required by applicable local or federal law concerning persons with an illness, disability, or handicap, violation of this policy will result in disciplinary action up to and including immediate discharge from employment.