

PRESBYTERIAN MISSION AGENCY BOARD

April 15-17, 2015

PERSONNEL SUBCOMMITTEE

**ITEM H.105
FOR ACTION**

<i>FOR PRESBYTERIAN MISSION AGENCY EXECUTIVE DIRECTOR'S OFFICE USE ONLY</i>			
A. Finance		E. Corporate Property, Legal, Finance	J. Nominating Committee
B. Justice		F. PC(USA), A Corporation	K. Governance Committee
C. Leadership		G. Audit	P. Plenary
D. Worshipping Communities	X	H. Executive Committee	

Subject: Revisions to the Personnel Subcommittee Charter

Recommendation:

That the Executive Committee approve the following revisions to the Personnel Subcommittee Charter (underlining denotes additions) and recommend to the Presbyterian Mission Agency Board for approval:

**PRESBYTERIAN MISSION AGENCY BOARD
PERSONNEL SUBCOMMITTEE CHARTER**

DESCRIPTION OF THE SUBCOMMITTEE

The Presbyterian Mission Agency Board (“Board”) approved the creation of the Personnel Subcommittee of the Executive Committee on February 17, 2012. The Personnel Subcommittee, in its role as a mission subcommittee, reviews, provides advice and recommends for action to the Executive Committee of the Board regarding employment-related policies, procedures and initiatives, including but not limited to:

1. personnel policies and procedures of the Board;
2. compensation guidelines within which salaries are administered;
3. equal employment and affirmative action guidelines;
4. recruitment and leadership development;
5. any other responsibilities assigned under the Employee Handbook; and
6. any other employment-related assignment from the Executive Committee or the Board.

AUTHORITY

The Subcommittee’s responsibility is one of review, advice and recommended action to the Executive Committee of the Board within the duties of the Subcommittee listed above. The Subcommittee reports to the Executive Committee of the Board, and in such capacity provides regular reports to the Executive Committee. It is the responsibility of the management of the Presbyterian Mission Agency to administer employment-related programs, manage the program budgets and provide any required or requested expertise to the Board and/or the Subcommittee. The Subcommittee is entitled to rely on the expertise of the Presbyterian Mission Agency staff and its outside consultants, as well as the work of other committees of the Board, as to matters within their authority and expertise. The Subcommittee will receive reports from the Human Resources Department and the Legal/Risk Management Services Office of the Presbyterian

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Mission Agency. The Subcommittee will invite its equivalent committee of the Committee on the Office of the General Assembly to meet biennially to collaborate on matters of common interest.

MEMBERSHIP AND MEETINGS

The Personnel Subcommittee consists of five (5) members with voice and vote: two (2) Executive Committee members and three at-large members, and the Executive Director of the Presbyterian Mission Agency a corresponding member with voice and without vote. Each member will serve a term of two (2) years commencing at the next meeting after appointment by the Chair of the Board and expiring the earlier of two (2) years after appointment or the end of the member's term on the Board. Members may serve one additional two-year term. The Subcommittee generally meets quarterly by phone or in conjunction with the meetings of the Board. During these meetings, the Subcommittee provides reports on its activities and may make recommendations for action to the Executive Committee of the Board. The Subcommittee serves as a consultative body to the Executive Director in the Executive Director's staff management role. The Subcommittee is resourced by staff members of the Human Resources Department and the Legal/Risk Management Services Office.

PURPOSES

To further the fulfillment of the vision, mission, values and directional goals of the Presbyterian Mission Agency, the Personnel Subcommittee is called to assist and support the Executive Committee's work and ministry toward ensuring and envisioning a work community for the Presbyterian Mission Agency that is: built on faith; culturally proficient; legally compliant; dynamic; and appropriately positioned to meet the needs of a changing organization.

Rationale:

These revisions were recommended to provide clarification as to member terms and to add the role for the Subcommittee, which is set out in the Mission Agency's Employee Handbook, as the body which might hear certain appeals in the grievance and appeals process.

Information Item:

Subject: Report of Changes to the Employee Handbook

The process for making revisions to the Presbyterian Mission Agency Employee Handbook provides that changes are first brought to the Leadership Cabinet and are effective upon the Cabinet's vote of approval. The Director of Human Resources will report those revisions at the next meeting of the Personnel Subcommittee. If the Subcommittee agrees with the revisions, it need not act, but makes a report of the revisions to the Executive Committee.

On March 3, 2015, the Leadership Cabinet approved revisions to the Mission Agency's Employee Handbook. Those revisions were reported by Director of Human Resources Lisa Robbins to the Personnel Subcommittee at its meeting on March 23, 2015. The Subcommittee reviewed the revised Handbook and a chart listing the revisions and agreed with and accepted those revisions. A copy of the chart listing the revisions is attached for the information of the Executive Committee.

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Changes to the Employee Handbook

Process: Human Resources submitted proposed changes to the Presbyterian Mission Agency Employee Handbook which were approved by the Leadership Cabinet on March 3, 2015.

This chart lists the changes to the Mission Agency Employee Handbook. Generally, minor and editorial changes are not included in the chart, such as changing the title of the Mission Agency from General Assembly Mission Council to Presbyterian Mission Agency.

POLICY	CHANGE
Welcome Letter from Executive Director	The letter was removed from the Handbook. This letter is given to all new hires during orientation. The Handbook is for all employees, not just new hires. The letter will continue to be given to new hires and it will be posted on the HR web page on CenterNet.
Definitions/Acronyms	Several definitions were deleted from this section and relocated to appropriate sections of the Handbook. Administrative Leave – see page 50. Board of Pensions – see page 11. Electronic Communications – see page 44. Suspension – see page 52. In addition, throughout the handbook terms were shortened to reflect the acronyms assigned. For example, Presbyterian Church (U.S.A.) was replaced with PCUSA.
Introductory Statement	Revised the language related to approval of Handbook changes due to the creation of the Personnel Subcommittee.
Section 103 Equal Opportunity and Affirmative Action	The section concerning the Americans with Disabilities Act (formerly in Section 307 Short-Term Disability and Long-Term Disability Insurance), and Americans with Disabilities Act language from Section 201 (Job Postings), was moved into Section 103.
Section 201 Job Postings	Consolidated language, deleted repetitive language, and moved the Americans with Disabilities Act language to Section 103.
Section 202 Job Classifications	Temporary Status removed. This is considered a category of Term Status. Term Status – added language to make clear term employees have no right to file grievance under Section 617 after the employee is notified of her/his termination and any grievance/appeal pending at the time of notice ends when an employee is terminated without cause. Interim Status removed. Interim status was removed from the <i>Book of Order</i> during revisions for the new Form of Government. Interim positions are considered a category of Term Status.

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Section 204 Retirees	The entire section was consolidated into Section 319 Retirement. There were two sections on retirement in the Handbook; now there is one.
Section 205 Employment References and Background Checks	Revised to clarify which types of background checks are conducted and what employees should do when they receive requests for references. This is now Section 204
Section 213 Compensation Administration	The PMA Compensation Policy was approved by the PMA Board in the fall of 2012. The Handbook now refers employees to the Compensation Policy, which can be found in full on CenterNet, rather than duplicating the lengthy Policy in the Handbook. This is now Section 212.
Section 216 Overtime Pay	This section was consolidated into Section 401 Timekeeping/Overtime. There were two sections that addressed overtime; now there is one.
Section 219 Separation Pay and Benefits	Added language on job abandonment to make clear that employees who abandon their jobs are not eligible for notice or separation pay and other separation package benefits. This is now Section 217.
Section 300	<p>All sections were reordered so that they are now in a logical order in which employees have posed the most questions to HR. Section numbers were, therefore, reordered as well. The new section numbers are:</p> <ul style="list-style-type: none"> 301 Benefits Eligibility 302 Vacation 303 Sick Leave 304 Emergency Leave 305 Holidays 306 Bereavement Leave 307 Jury Duty or Court Leave 308 Time Off to Vote 309 Leave Without Pay 310 Short-Term Disability Leave and Long-Term Disability Insurance 311 Family and Medical Leave Act 312 Parental Leave 313 On the Job Injuries/Worker's Compensation Leave 314 Marriage Leave 315 Military Leave 316 Employee Assistance Program 317 Study Leave for Exempt Employees 318 Other Leaves for Exempt Employees 319 Employee Development 320 Involuntary Furlough 321 Retirement 322 Death in Service

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Section 301 Benefits Plans and Eligibility	<p>Revised the title of this section to Eligibility and edited the contents.</p> <p>The detailed list of benefits was removed to reduce the length of the Handbook. None of those benefits has been eliminated, but since information on those benefits are shared with employees at hire and annually during open enrollment, HR saw no need to repeat them in the Handbook.</p> <p>Further, benefits change often enough that HR would have to change the Handbook every time a new benefit is added or a benefit is revised or discontinued.</p>
Section 302 Parental Leave	<p>Added language to inform employees about Kentucky statutory adoption leave. This is now Section 312.</p>
Section 304 Vacation	<p>Converted policy back to former provisions that listed the calendar year as the year for use of vacation allotment. ADP is now able to track vacation on calendar year basis, no need for annual reset. This is now Section 302.</p>
Section 311 Worker’s Compensation Leave	<p>Language from Section 502 On-the-Job Injuries/Worker’s Compensation was consolidated into this section and the title was updated accordingly. This is now Section 313.</p>
Section 313 Funeral Leave	<p>Changed title to Bereavement Leave. This is now Section 306.</p>
Section 314 Jury Duty	<p>Added language so that if employee is excused for the day or with 4 or more hours left in work schedule the employee must return to work. This is now Section 307</p>
Section 319 Retirement	<p>Consolidated language from Section 204 Retirees into this Section. This is now Section 321.</p>
Section 322 Employee Development	<p>Revised Tuition Reimbursement section since no money has been budgeted in several years for that benefit. This is now Section 319.</p>
Section 323 Shared Grants	<p>This section was removed from Handbook. No money has been budgeted for Shared Grants for several years.</p>
Section 401 Timekeeping/Overtime	<p>Language from Section 216 Overtime Pay was consolidated into this section.</p> <p>Sections 401 and 403 were swapped so that the explanation of a work week was placed first to help explain the process of handling overtime.</p>
Section 502 On The Job Injuries/Worker’s Compensation	<p>This section was deleted and the language moved and consolidated into Section 311 Worker’s Compensation Leave.</p>
Section 503 Workplace Violence	<p>Added language from Section 601 Work Rules. This is now Section 502.</p>
Section 504 Use of Telephones, Hand-held	<p>Added definition of “not excessive” pertaining to</p>

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Devices and PMA Mail Delivery System	personal use of phones and devices. Added provisions to address wearable technology. This is now Section 503.
Section 505 Smoking	Included language to exclude use of e-cigarettes in PMA worksites. This is now Section 504.
Section 510 Pandemic Flu Policy	The entire policy was revised during the Ebola outbreak and the new policy was approved by Leadership Cabinet on 11/10/14. This is now Section 509.
Section 601 Employee Conduct, Work Rules and Performance	Reduced in length by citing to specific policy sections located elsewhere in the Handbook. Moved some language from Section 601 into those sections. Example - ##2-3 – cites employees to the Workplace Violence policy, Section 502. Language that was in ##2-3 moved into Section 502. Added language to provide that repeatedly yelling or use of profane language are violations of policy based upon several reports from staff.
Section 602 Alcohol and Drug Use	Added language to ban use, possession, and impairment by alcohol or illegal drugs while operating a vehicle owned by the A Corp. or driving while on work time or in a rented vehicle paid for by PMA.
Sections 611-612 Electronic Communications Policy and Use of Portable Digital Music Players	The two sections were consolidated into one and renamed Technology Policy. Added language to address wearable technology. This is now collectively Section 611.
Section 613 Blogging and Social Networking	This policy was updated and revised by working with Communications to address new and varied types of social media. The new title is Social Media Policy. This is now Section 612.
Section 618 Grievance and Appeal Process	Revised to address elimination of Executive Administrator position and to include Personnel Subcommittee in several processes. Added language to make clear that if an employee has an active grievance under Section 618 it is moot if the employee's position is eliminated. This is now Section 617.