

**PLAN FOR EQUAL EMPLOYMENT OPPORTUNITY**

Presbytery of Winnebago  
Adopted December 5, 1998

**1. POLICY**

The Presbytery of Winnebago, in accord with the policy of the General Assembly of the Presbyterian Church (USA), set forth in "Toward Inclusiveness in Employment—A Churchwide Plan for Equal Employment Opportunity," hereby affirms its policy to develop and establish the following equality in employment opportunity ensure non-discrimination in its own employment practices:

- A. The Presbytery will recruit, hire, call, train, and promote persons within all job classifications without regard to racial/ethnic groups, gender, sexual orientation, age, disability, or marital status.
- B. The Presbytery will ensure that all other personnel policies and practices such as compensation, benefits, transfers, leaves of absence, performance evaluation, reductions in force and returns to service, educational opportunities, tuition assistance, and terminations are administered in accord with equal employment opportunity policies.
- C. The Presbytery will annually collect employment data and periodically conduct analyses of all personnel policies and practices, reporting its findings to the Synod Council and the Presbytery's Committee on Representation and make such corrective changes as are necessary under their equal employment opportunity commitments.

**2. RESPONSIBILITY**

The Executive Presbyter shall be responsible for the synod's implementation and administration of equal employment opportunity under the guidance and supervision of the Personnel committee of the Presbytery. Neglect of these responsibilities shall be grounds for dismissal.

**3. DISSEMINATION**

- A. The Presbytery shall give a copy of its equal employment opportunity policy to each present and prospective employee and include a non-discriminatory clause in all recruitment notifications.
- B. The Presbytery shall distribute copies of its plan to its congregations.

#### 4. IMPLEMENTATION STEPS

- A. The Executive Presbyter, in consultation with the Personnel Committee, shall ensure that all personnel guidelines, policies, procedures and practices are developed and implemented in accordance with the Presbytery's policy on equal employment opportunity.
- B. Each position description shall be examined carefully to determine what functional and personal qualifications as to educational attainment, skills, experience, knowledge, characteristics, etc., are actually required by the position so that qualification factors which discriminate against racial/ethnic persons, various age groups, women, persons with disabilities, or a person's marital condition are eliminated.
- C. Each administrative position opening shall be filled in accordance with the principle of participation and representation found in (G-9.0104). Implementation steps for filling the position opening shall be developed by the Executive Presbyter in consultation with the Personnel Committee.
- D. The Executive Presbyter in consultation with the Personnel Committee shall initiate action required to "correct patterns of discrimination on the basis of race, sex, age, disability, and marital condition." (G-9.0104)
- E. The Executive Presbyter shall be responsible for establishing a process to ensure that the Presbytery, as purchaser, shall notify all sub-contractors, vendors and suppliers of goods and services of the Presbytery's equal employment opportunity policy requesting them to share a copy of their equal employment opportunity policy with the Presbytery or to indicate their willingness to cooperate with Project Equality, Incorporated.

#### 5. HIRING PROCEDURES

The search for and recruitment of persons from racial/ethnic groups, persons of all ages, persons with disabilities, women, and persons of all marital conditions is critical to the implementation of an effective equal employment opportunity program. The Presbytery's program of search and recruitment shall ordinarily include at least the following:

- A. Involvement of persons from the identified groups in the search and recruitment process.
- B. Identification and use of resources related to the identified groups such as newspaper, networks, caucuses, and employing divisions.
- C. Utilization of internal employment and referral resources of the Presbyterian Church (USA).

## 6. MONITORING, REVIEW, AND EVALUATION

- A. The equal employment opportunity program and personnel policies of the Presbytery shall be available to the Presbytery Committee on Representation and the Synod Council.
- B. The Executive Presbyter, in consultation with the Presbytery Personnel Committee, shall periodically conduct an analysis of its workforce to determine whether or not it is implementing the church's commitment to inclusiveness in employment.
- C. Reports shall be submitted to the Presbytery Committee on Representation and the Synod Council for their review and comment.
- D. The Personnel Committee shall include in its annual review of the Presbytery Executive the Presbytery's inclusiveness in employment.

**ADMINISTRATIVE PROCEDURE: SALARY ADMINISTRATION**

Presbytery of Winnebago  
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**1. SALARY POLICIES**

Salaries for executive, administrative and program positions will be determined on the basis of a uniform factoring and classification system in accordance with guidelines established by the General Assembly. Support positions will be determined on the basis of a classification system that is consistent with systems used in the geographical areas where the person is employed.

The Presbytery is committed to salary administration principles which will provide fair pay for the work performed; incentive for personal achievement and growth; equity of payment for positions of relative responsibilities; flexibility to meet the many changes in organization, functions, positions, and personnel over a period of time. Executive, administrative and program salary levels will be maintained in a manner which results in their being consistent with the compensation plan of the Presbyterian Church (USA), responsive to changes in the cost of living, and in keeping with the church's philosophy and objectives. Support salary levels will be consistent with salaries paid by nonprofit organizations in areas where they are employed.

An incumbent in any position included in the plan will receive a salary that falls within the indicated salary range for the classification to which his/her position is assigned. Initial placement within a salary range should reflect a judgment of the qualifications and experience of the appointee relative to the position requirements. An employee will normally start at a salary no higher than the midpoint of the range for the position for which he/she is employed.

**2. ADJUSTMENT OF SALARY SCALES**

The Commerce and Industry index of the geographical area in which the employee works will be the basis for determining salary scales for support salary grades. The twenty-fifth percentile of salaries being paid by firms in the geographical area of employment shall serve as the bottom of the range for each grade and seventy-fifth percentile as the top of the range.

Salary scales for executive, administrative and program staff will be reviewed at least once a year usually during the spring. The review will be based upon information on cost-of-living changes, salary information on pastors in the Synod from the Board of Pensions, Compensation Plan of the Presbyterian Church (USA), salaries in other synods and not-for-profit organizations in cities where the employee works, and in other nearby metropolitan profit organizations in cities where the employee works, and in other nearby metropolitan areas.

### 3. AVAILABILITY OF SALARY INFORMATION

Information concerning the position evaluation and salary scale for each support position will be the confidential information of the Presbytery Personnel Committee and Presbytery. Employees are entitled to information on the salary range within which their positions fall. Executive, administrative and program staff salaries are published annually in the minutes of the Presbytery.

**ADMINISTRATIVE PROCEDURE: REMUNERATION FOR SPECIAL SERVICES**

Presbytery of Winnebago  
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A. WORK RELATED SERVICES

1. Authorization

Certain members of the staff of the Presbytery, by reason of their position or knowledge, are expected to respond to requests and opportunities to speak and/or provide interpretation of the general mission of the Presbyterian Church (USA). Such interpretation may be provided to congregations, presbyteries, or other organizations of our church or to other groups and denominations. Also, some members of the Presbytery's staff may be called upon to provide a service related to the expertise of their assigned duties with the Presbyterian Church (USA). Such services may be rendered to groups either within or outside our denominational structure.

2. Remuneration and Expenses

The policy of the Presbytery with regard to the provision of interpretation and other services is to reimburse the staff member for any reasonable and necessary out-of-pocket expenses incurred through the performance of the function. Ordinarily, the receipt of a fee or honorarium from organizations is not anticipated if the service is called for by the position description of the particular employee. However, if an honorarium or expense reimbursement is received from an organization in appreciation for the service rendered, the monies received are to be credited to the Presbytery and the staff person's travel account.

B. NON-WORK RELATED SERVICES

1. Authorization: Agreement to perform services of any kind which are not provided for in the employee's job description and/or lie clearly outside the employee's responsibilities to the Presbytery, may be contracted only if such service can be rendered without detriment to the employee's job performance.

Special work of major dimensions (writing of a book, magazine article, production of a film or film strip, art work, etc.) may be assumed by an employee of the Presbytery with the written approval of the Presbytery Executive.

2. Remuneration and Expenses: Remuneration or expenses resulting from approved non-work-related services which are personal, such as:

- a. Preaching: If a person participates in a service for a purpose which has no relation to the position he or she holds for the Presbytery, any remuneration or expenses incurred are personal.
- b. Special work of major dimensions (such as B-1 described under "Authorization"): it is assumed that the work will be copyrighted by the individual and not by the Presbytery. All work should be performed on personal time, and any use made of the church's resources, such as secretarial services, office supplies, etc., should be reimbursed to the Presbytery. Royalties and fees received from the work are personal income.

**ADMINISTRATIVE PROCEDURE:  
EMPLOYEE PERSONAL PUBLIC WITNESS**

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1. It is the policy of the Presbytery to value the creativity and integrity of its staff and reaffirm the right to exercise freedom of conscience.
2. All persons employed by the Presbytery of Winnebago, of the Presbyterian Church (USA), when they are working as or holding themselves out as Presbytery employees, are expected to give a full and fair representation of the position of the Presbytery of Winnebago and Presbyterian Church (USA) in matters of policy, social witness statements, or theological or doctrinal positions. However, the possibility of personal dissent from a policy of the Presbytery of Winnebago or of the General Assembly and as articulated by any of its entities or the possibility of making a personal public witness is not precluded by employment with the Presbytery of Winnebago and is a reasonable expression of freedom of conscience.
3. Because public action or expressions of personal belief may affect not only the work environment, but also the Presbytery of Winnebago and the Presbyterian Church (USA) at large, employee personal public witness is subject to the following guidelines:
  - 3.1 When making a personal public statement, an employee shall make it clear that he or she is speaking for himself or herself and not speaking for the Presbytery of Winnebago or the Presbyterian Church (USA).
  - 3.2 When making a personal public witness, an employee shall not make reference to his or her employee status. If questioned, the employee may acknowledge employed status without using that status to make a claim of authority. Accordingly, it is not permissible for an employee making a personal statement to use professional stationery, claim expertise by virtue of employment by the Presbytery of Winnebago, or hold press conferences on Presbytery property.
  - 3.3 It is permissible, however, for persons employed by the Presbytery of Winnebago to identify their personal church affiliation while making a personal public witness. Thus, it is permissible for a Presbytery staff person to claim membership in a particular congregation or governing body.
  - 3.4 Employees must inform their supervisor and the appropriate governing body, when appropriate, of their personal public witness or dissent.

- 3.5 In the event an employee feels that he or she cannot carry out necessary job functions for reasons of conscience, the employee may request a change of assignment or may exercise his or her right to resign the position.
4. In certain circumstances, employees may be required as part of work responsibilities, to accomplish work on issues currently in opposition to Presbytery policies or around which there is controversy. This may involve research, production of resources, or planning of, or participation in programs and events. When acting within the scope of their employment responsibilities, employees are protected from disciplinary action related to the provisions of this policy.

## **ADMINISTRATIVE PROCEDURES: ADDRESSING EMPLOYEE CONCERNS**

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In order to deal promptly and fairly with employee concerns, the following steps will be taken:

### **1. PRELIMINARY PROCEDURE**

Prior to filing written statement, several preliminary steps will be taken:

The employee will approach the Executive Presbyter or the Chairperson of the Personnel Committee who will seek to resolve the issue in consultation with all parties involved. Ordinarily a decision will be reached within ten days.

### **2. FORMAL PROCEDURE**

If Preliminary Procedure steps to resolve a concern have failed, a formal process may be initiated by submitting a written statement to the Chairperson of the Presbytery Personnel Committee with a copy to the Executive Presbyter.

- a. The Chairperson of the Presbytery Personnel Committee shall call a meeting of the Presbytery Personnel Committee which shall review the statement with all parties concerned and decide appropriate action. For support staff, the decision of the Presbytery Personnel committee is final.
- b. If an executive, administrative or program employee is dissatisfied with the decision of the Presbytery Personnel Committee, the person may appeal within fifteen (15) days to the Presbytery through its Stated Clerk. The Presbytery, in consultation with all parties concerned, shall make the final written determination.

### **3. RIGHT OF ADVOCACY**

It is understood that the employee may arrange to have an advocate with him/her at all steps in the formal process, at no expense to the Presbytery.

### **4. WRITTEN RECORDS**

A written record of all decisions arrived at in all meetings shall be kept. Letters of decision from the Presbytery Personnel Committee shall contain provision for the employee to indicate his/her acceptance or rejection of the decision.