

# **The Christian Church (Disciples of Christ) of Greater Kansas City**

Personnel Policies and Procedures

Effective June 24, 2019

The Policies and Procedures in this document are intended to cover all Regional Staff of The Regional Office of the Christian Church (Disciples of Christ) of Greater Kansas City, herein referred to in this document as “the Region”.

The policies included in this Handbook are guidelines only and are subject to change as The Region deems appropriate and necessary. From time to time employees may receive notice of new or modified policies, procedures, benefits or programs.

## **I. Staff Member Categories**

- A.** Pastoral Staff - Regional Minister/President and Regional Ministers with specific program portfolios.
- B.** Support Staff - Regional Administrative Assistant, Finance Manager, secretaries and receptionists.
- C.** Regular Part-Time Staff - Staff hired on a regular basis for part-time work
- D.** Seasonal Part-Time Staff - Staff hired for short, specific, limited periods of time
- E.** Pro Re Nata (PRN) Staff- Staff hired on an as-needed basis for specific assignments.
- F.** Contract Staff- self-employed service providers who provide an invoice for payment will follow these policies while on our premises and under our employ.
- G.** Staff Member Status
  - 1. Exempt - Pastoral Staff and PRN Staff are considered exempt from overtime provisions under the Fair Labor Standards Act.
  - 2. Non-Exempt - Support Staff, Regular and Seasonal Part-Time Staff are considered non-exempt from overtime provisions under the Fair Labor Standards Act.

## II. Salaries

- A. The salary for each staff member** shall be recommended by the Personnel Committee to the Finance Ministry following an annual review of salaries and allowances. Salary for PRN staff members are determined by negotiation with the Personnel Committee at the time of the assignment. Final Action will be by the Executive Committee and Regional Board of the Christian Church (Disciples of Christ) of Greater Kansas City.
- B. Pay periods** will be twice a month, on the 15<sup>th</sup> and last day of the month. Checks issued will cover the previous half month of scheduled pay period. Checks will be issued the last workday prior to the 15<sup>th</sup> and prior to the last day of the month. All requests for alterations of the regular financial procedures involving salaries, and allowances must be submitted to and approved by the Personnel Committee. Checks issued for PRN staff will be paid according to contract or as soon as appropriate after completion of the assignment.
- C. Prior to the beginning of initial employment and thereafter prior to Nov 15th of each calendar year** each Pastoral Staff employee must submit to the Personnel Committee a completed copy of a "Request for Certification of Housing Allowance" for action by the Personnel Committee, Regional Executive Committee and the Regional Board.
- D. Moving Expenses:** In accordance with the most recent guidelines of the U.S. Internal Revenue Service, qualified moving expenses involved in the initial move into the Greater Kansas City Region at the time of employment of a full-time pastoral staff person will be paid by the Christian Church of Greater Kansas City. Qualified moving expenses may include:
1. The cost of packing and transporting household goods to the new home.
  2. The cost of transportation and lodging (not to include meals) while traveling to the new home (limited to one trip only)
  3. Mileage may be reimbursed at the standard mileage rate for moving transportation expenses.

Moving expenses will be negotiated in advance by the Search Committee, in consultation with Personnel Committee and the Executive Committee.

**Expenses reimbursed under this provision will be taxable income for the employee.**

#### **E. Overtime:**

1. No overtime pay is paid to Pastoral or PRN staff (unless negotiated otherwise.)
2. All overtime work must be authorized in advance by the Regional Minister/President. If additional hours of work are needed, it shall only be with the acceptance and agreement of the staff member(s) involved. Time off equivalent to the extra time will be granted. This extra time off with pay must be used within 90 days of the extra time worked, or it will not be available. All staff are subject to 29 USC 201, et seq. (Fair Labor Standards Act.)

### **III. Work Hours and Breaks**

- A. Normal office hours** shall be from 9:00 a.m. to 3:00 p.m. Monday through Friday.
- B.** All staff are allowed two fifteen-minute breaks and one thirty minute paid lunch break in each 8- hour workday.

### **IV. Days Off Information**

#### **A. Pastoral Staff:**

1. For purposes of days off the week will be seen as 21 blocks of work (7 days x 3 blocks per day, 1 block is defined as approximately 4 hours). Program staff will take 3 blocks in one day per week. Of the remaining 18 blocks, 13 will be worked. (Estimating 13 blocks will be 50-52 hours.)

#### **B. Holidays** - The Regional Center will be closed on the following official holidays:

1. New Years Day (1)
2. Martin Luther King's Birthday (1)
3. Good Friday (1/2 day-afternoon)
4. Memorial Day (1)
5. Fourth of July (1)
6. Labor Day (1)
7. Thanksgiving Day (1)
8. Friday after Thanksgiving (1)
9. Christmas Eve (1)
10. Christmas Day (1)
11. New Year's Eve (1/2 day-afternoon)

If a holiday falls on Saturday the official observation will be on Friday, and if holiday falls on Sunday the official holiday will be on Monday.

### **C. Special Situations**

1. With appropriate technology, it is possible to operate some office activity from a remote location. When necessary due to inclement weather, building issues at the Regional Office, etc. and if approved by the Regional Minister/President, staff will be able to work from home or another remote location utilizing appropriate computing devices and telephone technology (forwarding office number to cell phone, etc.)
2. If the Regional Minister/President deems it necessary, in the interest of the Regional Church and its staff to declare the office closed on a regular working day, then all staff will be reimbursed for their normal working hours for that day. However, if a staff member finds it impossible, because of adverse weather or other extraneous difficulties beyond personal or family illness, to be in the office on a normally scheduled working day when the office is open, that person will not be reimbursed for the hours in question. The Regional Office will automatically be closed on days that the school district in which the Regional Office is located is closed due to inclement weather.
3. The Regional Minister/President may also declare the office closed or allow staff members to be absent from the office for events which may arise from time to time, such as General or Regional events where Regional staff presence is necessary.
4. Individual staff members may receive permission to be absent from the office, with pay, in other special circumstances, when approved by the Regional Minister/President, such as:
  - a) Funerals for immediate family members and others as agreed on by the Regional Minister/President.
  - b) Jury Duty

### **D. Days Off**

1. Up to four (4) days with pay for personal leave per year may be requested by all full-time and part-time staff. (Time will be prorated for part-time staff.) These days are for a staff member's personal business. A request for a personal leave day should be made of the Regional Minister/President at least 48 hours in advance, if possible.
2. Personal leave days are non-cumulative.

### **E. Leave without Pay.**

1. Requests for leave without pay must be approved by the Personnel Committee upon recommendation of the Regional Minister/President.

### **F. Voluntary Involvement**

1. For the protection of the staff, they will not be expected to serve on any Regional commission, Task Force or Committee unless their job description calls for such involvement. Voluntary involvement in any Regional commission, task force, Committee or Region-sponsored program must be approved by the Personnel Committee. Time spent in such participation and in any training sessions required is to be considered leave without pay, if that time is taken during regular work hours.

## **V. Annual Leave Policies**

**A. Pastoral Staff.** The pastoral staff will have four- (4) weeks of vacation (20 working days) with pay each year.

1. No more than 4 of the vacation days may be Sundays
2. For purposes of counting vacation, Friday and Saturday are to be considered weekend - non- working days.
3. This time will be non-cumulative unless approved by the Personnel Committee.

### **B. Support Staff**

1. Full and regular, part-time support staff shall be entitled to two- (2) full weeks of vacation with pay for each twelve months of employment, two weeks being defined as 10 working days.
2. After five (5) years of service, such staff members shall be entitled to three- (3) weeks of vacation, three weeks being defined as 15 working days.
3. After ten (10) years of service, staff members shall be entitled to four- (4) weeks of vacation, four weeks being defined as 20 working days.
4. Staff members will be paid at their regular pay schedule during such vacation times.
5. Vacation is non-cumulative.
6. Staff not working on a regularly scheduled basis shall not be entitled to paid vacation time.

### C. Vacation Scheduling

1. Scheduling vacation time is under the supervision of the Regional Minister/President. Requests for vacation should be made to him/her at least 60 days in advance. Staff is encouraged to schedule vacations in such a way as to ensure maximum continuity of office and program activity. Seniority shall determine priority if irreconcilable conflicting requests are made prior to 60 days
2. In the event a legal holiday falls during the time any full-time or regular, part-time employee is on vacation, that legal holiday shall not be counted against the staff member's available vacation time.
3. Vacation should be taken within one year following the year in which the vacation was earned. Exceptions to this policy or requests for special cumulative time require the approval of the Regional Minister/President and the Personnel Committee.

## VI. Continuing Education

### A. Pastoral Staff

1. **Full-time pastoral staff shall have two (2) weeks per year** of educational leave, cumulative up to a maximum of six (6) weeks. **Part-time program staff shall have one (1) week per year** of educational leave, cumulative up to a maximum of three (3) weeks. Use of the regular educational leave each year must have the approval of the Regional Minister/President and the Personnel Committee at least one month in advance.
2. Unexpended continuing education funds shall be cumulative at the end of each fiscal year and set aside as designated funds in the name of the Program staff person in whose name the funds were originally budgeted. At no time may more than one-half of one year continuing education funds be set aside to be added to the cumulative total. That total shall never be allowed to exceed one-half of the total continuing education funds budgeted over a five-year period for the employee in question. All requests for the accumulation of continuing education funds must have prior and annual approval of the Personnel Committee.
3. Program staff shall give a minimum of three (3) months notice for the use of the accumulated, continuing education time.

**B. Support Staff.**

1. Support staff shall be given the opportunity to attend seminars or other short- term courses or programs which will enhance the staff member's position in the Regional Center and enable the support staff person to better serve the Christian Church (Disciples of Christ) of Greater Kansas City. Continuing education programs will be considered part of a staff member's normal workday. Attendance at a continuing education program by a staff member on a normal day off will be recognized by the staff member being provided a normal day off with pay. Such days must be approved by the Regional Minister/President and must be taken within the period of one week before the program and 90 days after the program.
2. **Full-time support staff shall have three (3) non-cumulative working days per year** for this purpose.
3. **Part-time support staff shall be given prorated time, based upon their part-time schedule.** There may be some budgeted money available to cover the cost of such educational opportunities. Requests for use of time and/or budgeted money must be approved by the Regional Minister/President at least two (2) weeks prior to the event.

## **VII. Job-Related Educational Sabbatical**

- A. There shall be up to a three-month paid sabbatical after every five- (5) years** of employment for all full-time Pastoral staff. **There shall be up to a one-month paid sabbatical after every five- (5) years** of employment for all part-time pastoral staff.
- B. A request for sabbatical**, stating the educational experience to be sought, must be made in writing to the Personnel Committee at least six (6) months prior to the proposed sabbatical dates and must have approval of the Personnel Committee and the Executive Committee.
- C. Educational sabbatical** is not mandatory for any staff person. If a sabbatical is not taken within the first or second year of employment following the five-year period, the opportunity will not be available until the next five-year anniversary.
- D. Accumulated educational leave cannot** be used during the sabbatical year and there will be no other educational leave taken during the year in which sabbatical is taken. The Personnel Committee may consider an exception upon written request.

- E. Vacation time can be added to the educational, sabbatical time for the year in which sabbatical leave is taken. The three months available for a sabbatical for full-time program staff persons may be split into shorter segments as long as it is approved by the Personnel Committee and taken within a two-year period.
- F. All requests for job-related educational or sabbatical leave from other Pastoral Staff must be approved by the Regional Minister/President and then submitted to the Personnel Committee for its approval.
- G. Pastoral Staff who take sabbatical leave shall commit to continuing service in their current capacity in our Region for a period no less than one year from completion of the sabbatical leave.

## **VIII. Sick/Family Leave Provisions**

- A. **Sick/Family Leave pay** may be received when the staff member is not able to report to work because of the effects of pregnancy, adoption, or personal illness. Sick/Family Leave may be taken only in cases of actual personal illness, injury, pregnancy, birth of a baby, adoption or for illness or hospitalization of a member of the immediate family. Immediate family includes; father, step- father, mother, step-mother, brother, step-brother, sister, step-sister, spouse, child, step-child, mother-in-law, father-in-law, grandparents, grandchildren or other family members who reside in the same house as the employee. A doctor's confirmation of any illness may be required.
- B. **Pastoral Staff:** To provide time that fits with Pension Fund coverage, the Region allows 90 days sick/Family Leave at full salary; then 40% for the next 90 days. (The disability provision of Pension Fund would pay nothing for the first 90 days, then 60% for 90 days, then a stated disability pension.) Any illness that may be temporarily or permanently disabling will be evaluated after 30 days.
- C. **Support Staff and Regular Part-time Support Staff:** Full-time staff member's shall receive 10 days sick leave for each year's service, up to a maximum of 60 days. Regular part-time staff members shall be granted sick leave on a prorated basis.

## **IX. Health Care Coverage**

- A. Health Care is no longer offered by the Pension Fund therefore The Region has discontinued providing health care benefits.



## **X. Pastoral Staff Participation in Pension Plan**

- A.** Full time and part time pastoral staff (with the exception of PRN staff) may participate in the Pension Fund of the Christian Church (Disciples of Christ) with the full dues being paid by the regional Church based on the total amount of base salary and housing.

## **XI. Operational Procedures**

- A. Assumption of Temporary Assignments:** When job portfolio or task changes are needed on a temporary basis because of the absence of the person usually carrying out these responsibilities, such duties may be assigned to other members of the staff by the Regional Minister/President with the acceptance of such changes by the staff member involved. Any elimination of portfolio assignments or tasks to compensate for increased responsibility shall be negotiated by the staff member and the Regional Minister/President. Such additions or changes will not mean an increase in salary benefits unless approved and specified in writing by the Personnel Committee and approved by the Executive Committee.
  
- B. Requests for Outside Involvement:** The pastoral staff of the Regional Church must clear any request to serve on civic or community boards outside the structure of the Regional Church with the chairperson of the Personnel Committee.
  
- C. Evaluations:** The performance of all staff members will be evaluated by the Regional Minister/President to assist the Personnel Committee. Job evaluations prepared by the Regional Minister/President will be shared with the staff members before submitted to the Personnel Committee. Staff performance evaluations will be conducted by the Personnel Committee in the spring of each year.
  
- D. Grievances:** When one staff member has a grievance against another, and a procedure is not otherwise provided in these rules, the following procedure should be used:
  - 1. First, it is recognized that some issues are interpersonal, and may best be settled through honest and adult conversation between the parties. If this is not an acceptable alternative or has failed, the grievance should be discussed with the Regional Minister/President.

2. If the complaint is not settled by the Regional Minister/President, the individual could discuss the issue with the chairperson of the Personnel Committee. The chairperson of the Personnel Committee will keep all such information confidential and such information will not be placed in the permanent folder of any Regional staff member.
3. If the Personnel Committee chairperson and the staff member bringing the grievance agree that the matter needs to be discussed by the entire Personnel Committee, then the staff member against whom the grievance has arisen will also be informed and invited to participate in the discussion along with the staff member presenting the grievance.
4. At no point will the confidentiality be broken except through the full knowledge and consent of the one bringing the grievance, or when necessary to eliminate impairments to the efficient operation of the Region or to eliminate risks in the Region.
5. For grievances related to Section XVI (Anti-Harassment, Anti-Discrimination, Anti-Racism) please utilize the steps notated there.

**E. Record Keeping:** Records of the following areas shall be kept by the Administrative Assistant for all program and support staff and will be reviewed annually at the January Personnel Committee meeting. Such information will be given to the Administrative Assistant by the staff member involved. **The calendar year will be used to figure new staff member vacation/sick leave/continuing education leave. Days earned will be prorated based upon a staff members beginning date of employment.**

1. Vacation days accumulated and taken
2. Sick leave days accumulated and taken
3. Overtime work accumulated and taken
4. Continuing education accumulated and taken
5. Continuing education budgeted and used.

**F. Staff Meetings:** Staff meetings may be scheduled at the discretion of the Regional Minister/President.

**G. Exceptions:** These policies shall apply if they do not conflict with other written agreements with employees. Other exceptions require the approval of the Executive Committee.

## **XII. Statement of Non-Discrimination:**

The Christian Church (Disciples of Christ) of Greater Kansas City will not engage in unlawful employment discrimination. Preference in hiring may be given to members of the Christian Church (Disciples of Christ).

## **XIII. Worker's Compensation:**

The Christian Church (Disciples of Christ) of Greater Kansas City staff members are covered by Compensation Insurance. Staff members must fill out an accident report form immediately after any and every accident.

## **XIV. Alcohol and Drug Policies:**

During the performance of their duties, the use of alcohol or illegal drugs are not permitted by any Regional Staff. The Region is an illegal drug-free workplace. A person impaired by alcohol or drugs will not be permitted to work. Any clarification of this rule must be cleared ahead of time with the Personnel Committee.

## **XV. Cell Phone Reimbursement and Usage Policy:**

The purpose of this policy is twofold: first, to delineate reimbursement policies for regional employees; second, to promote a safe and productive work environment and increase public safety. The usage portion of the policy applies to both incoming and outgoing cellular calls. At all times, the reimbursement and possible providing of cell phones for the employee, is for the convenience of the region.

### **A. Reimbursement Policy**

Reimbursement for cell phone usage will be provided for Pastoral Staff on a case by case basis as determined by the Personnel Committee. The amount of reimbursement is limited to the sole use of the employee and does not cover family plans at any level.

### **B. Usage Policy and Procedure**

The Personnel Committee reserves the right to review the individuals Region provided cell phone and/or cell phone records at any time.

1. Usage of cell phones whether personal or business is permitted by all employees of the Region. However, if personal cell phone usage interferes with normal operations, the employee will be subject to disciplinary action.

2. Prohibited use of cell phones includes but is not limited to; harassment of others, gambling, pornography, etc.
3. The Region however asks for courteous and polite cell phone usage by all regional staff. Some of the courteous behaviors the Region would encourage are:
  - a. Cell phones turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal conversation and/or workflow.
  - b. If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action per regional policy.
  - c. If an employee is operating a vehicle and receives a call on a cell phone, the employee may answer using hands free technology, but shall ask the caller to hold, and pull to the side of the roadway, into a parking lot or other safe location to respond to the call.
  - d. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

Driving while distracted is dangerous, employees are expected to obey all traffic laws in the state where they are driving.

## **XVI. Anti-Harassment/ Anti-Discrimination/ Anti-Racism Policy**

The Region strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The operation of the Region should be characterized by mutual trust and the absence of intimidation, oppression and/or exploitation. The Region will not tolerate unlawful discrimination or harassment of any kind, through enforcement of this policy. By providing education for staff & ministry affiliates of the Christian Church (Disciples of Christ), The Region will seek to prevent, correct and discipline behavior that violates this policy.

## A. Objective

All staff, regardless of their position, are covered by and expected to comply with this policy and take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment. The employer may report charges regarding inappropriate conduct by clergy to the appropriate commission of ministry that governs the individual standing, who will determine if an additional investigation is required.

1. This policy applies to all employment practices. This policy is applicable, but not limited to, the areas of: recruitment, selection, compensations and benefits, professional development & training, reasonable accommodation for disabilities, promotion, transfer, termination, or other terms and conditions of employment.
2. This policy may apply to discrimination (including harassment) that occurs between staff, or between staff and any person, group or organization that takes place inside and/or outside the workplace (including, but not limited to, online conduct or conduct utilizing the internet or other electronic media).

## B. Definitions

1. **Confidentiality** - all complaints and investigations are treated confidentially to the extent possible, and information disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the Personnel Committee will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the organization.
2. **Cyber Bullying** – the use of electronic communication to bully another individual, typically by sending communication of an intimidating or threatening nature.
3. **Discrimination** – it is a violation of The Region’s policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person’s race, color, national origin, age, disability status, gender, sexual orientation, gender identity, genetic information, marital status or political beliefs.
4. **False Reporting** – the complainant makes a report knowing that what is alleged did not occur and, therefore, could not constitute any form of harassment. Malice may or may not exist.

5. **Harassment** – The Region prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations or this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, colleague, or any person working for or on behalf of The Region.
6. **Hostile Work Environment** -is a form of sexual harassment, where frequent pervasive and sexually hostile working conditions unreasonably interfere with an employee's ability to do his or her job.
7. **Non-verbal harassment** -includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.
  - a) **Examples: pinching, patting, rubbing, purposefully brushing up against another person, sharing demeaning pictures, cartoons, jokes; demeaning gestures, unwanted hugs, hitting, pushing, groping and other touching.**
8. **Retaliation** - means no hardship, loss, benefit or penalty may be imposed on a member of the staff in response to: filing or responding to a bona fide complaint of discrimination or harassment; appearing as a witness in the investigation of a complaint; or serving as an investigator of a complaint. Lodging a bona fide complaint will in no way be used against the staff member or have an adverse impact on the individual's employment status. However, filings that are groundless or malicious is an abuse of this policy and will be treated as a violation. Any person found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.
9. **Sexual Harassment** -is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under The Region's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when...submission to or rejection of such conduct is used as the basis for employment decisions, or such conduct has the purpose or effect of creating an intimidating, hostile or offensive work environment."
  - a) **Examples: inappropriate sexual comments, remarks about someone's body, explicit emails and phone calls, sexually inappropriate images or videos, suggestive letters or notes, or inappropriate gestures.**

10. **Verbal harassment** - includes comments that are offensive or unwelcome regarding a person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information, marital status or political beliefs.

a) **Examples: whistling, slurs, derogatory or threatening comments, racist slang or phrases, wearing clothing that could be offensive to an ethnic group, jokes, innuendos, name-calling and insults.**

### **C. Reporting an Incident of Harassment, Discrimination or Retaliation**

The Region encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor or Personnel Committee. See the complaint procedure described below.

In addition, The Region encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The Region recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

If the complaint is against the Regional Minister/President, the complaint shall be reported to the Board Moderator.

### **D. Complaint Procedure**

Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor or Personnel Committee.

The Region encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

E. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

- F. The Region will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.
- G. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.
- H. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include (for example); training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as The Region believes appropriate under the circumstances.
- I. If a party to a complaint does not agree with its resolution, that party may appeal to the Board Moderator.
- J. False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.
- K. Punishment for harassment, discrimination or retaliation depends on the severity of the offence and may include counseling, reprimands, suspensions or terminations. Employees who violate this policy are subject to appropriate progressive corrective discipline as outlined in the employee handbook. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious or repeat violations is termination of employment. Persons who violate this policy may also be subject to civil damages or criminal penalties.

## XVII. Corrective Actions

### A. **Recommended Corrective Action Steps are listed below:**

Step 1: Conversation, counseling and/or verbal warning

Step 2: Written warning / formal complaint

Step 3: Suspension (with or without pay) and final written warning

Step 4: Recommendation for termination of employment or removal of standing.



## **XVIII. Termination of Employment**

- A. Pastoral Staff:** The position of a pastoral staff person may be terminated by either the staff person or Regional Board with a 90-day notice, or as mutually agreed upon by both parties.
- B. Support Staff/All Other Staff:** The positions of full-time or regular, part-time staff, other than pastoral staff, may be terminated by either party with at least a 30-day notice, or as mutually agreed upon by both parties. In the event the employment of any full-time or regular part-time staff member is terminated, the staff member shall receive pay for any earned, but unused, vacation time.
- C. For instances when a position is eliminated,** when determined by the Personnel Committee to be equitable and fair, an appropriate severance payment may be recommended to the Board for approval.
- D. Termination for Cause:** If a person's employment is terminated because of an inability to perform the job duties in a satisfactory manner, misconduct, or any other cause or reason, no notice-period during which a staff member will be paid is required.

# Acknowledgement Page

I hereby acknowledge receipt of the Christian Church (Disciples of Christ) of the Greater Kansas City Region Personnel Policies and Procedures (revision date June 24, 2019). I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Personnel Policies and Procedures does not constitute an employment contract for any specific period of employment.

I understand that the Personnel Policies and Procedures contains information regarding rules, regulations and benefits which affect me as an employee. I also understand that The Region may revise, supplement or rescind policies, procedures or benefits with or without prior notice.

By placing my name below, I am stating that I have read, understand and agree to abide by the above and I have read, understand and will abide by the Region's Personnel Policies and Procedures.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_