

# Changes to Personnel Policies & Procedures

## I. Staff Member Categories

- Change Program and Specialized Ministerial Staff categories to “Pastoral Staff”
- Added Contract Staff category

## II. Salaries

- Salary for Pro Re Nata staff negotiated with Personnel Committee now rather than with Regional Minister
- “Request for Certification of Housing Allowance” now due to Personnel Committee prior to Nov 15 of each calendar year.
- Added “In accordance with most recent guidelines of the U.S. IRS” to the moving expenses notation.

## III. Work Hours and Breaks

- Office hours changed to 9 am to 3 pm, Mon thru Fri

## IV. Days Off

- Special situations – added ability to work from remote location when necessary and approved by Regional Minister/President

## VII. Job-Related Education Sabbatical

- Commitment to continue service in their current capacity in our Region for a period no less than one year following completion of the sabbatical leave

## VIII. Sick/Family Leave Provisions

- Birth of baby added to list

## IX. Health Care

- Health Care no longer provided by Region

## X. Program Staff Retirement

- Change from “All regional office staff” to “Full time and part time pastoral staff eligible to participate in Pension Fund

## XI. Operational Procedures

- Removed reference to Pro Re Nata staff and salary compensation from “B” Request for Outside Involvement
- “D.5.” Grievances related to Section XVI (Anti-Harassment, Anti-Discrimination, Anti-Racism) should utilize steps listed in that section. **The Section number in manual needs to be corrected to XVI before approval of Board**
- “F” **The Reference to Tall Oaks Conference Center needs to be removed before approval of Board**

## XV. Cell Phone Reimbursement and Usage Policy

- This Section updated to follow current practices with Regional cell phones

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

- This Section was developed from language adopted by the College of Ministers and suggested for inclusion by Regions and Churches
- “B.3.” Discrimination – we removed the word religion from the list of excluded standards in employment because in Section XII (Statement of Non-Discrimination) we state hiring preference may be given to members of the Christian Church (Disciples of Christ)

## XVII. Corrective Actions

- New section to provide consistent steps for corrective actions. Severity of beginning step should be appropriate to the severity of inappropriate activity

## XVIII. Termination of Employment

- Previously this was Section XI but has been moved to be in proximity to Corrective Actions

## Acknowledgement Page

- This page added to manual so each employee will have a signed copy on file to show they have received, read and understand the Policies they must abide by.