

## Personnel Policies for ABCRGR

### Employment

1. ABCRGR provides compensation, benefits, training, promotion and all other conditions of employment without regard to one's race, color, religion, gender identification, national origin, physical ability, age, or status.
2. Relatives of staff are not employed within the organization. Any exemption to this rule must be approved by the Executive Board.
3. Employment may be terminated at will by either, the employing organization or the employee with a 30-calendar day notice, unless specified by contractual agreement. An employee resigns by submitting a letter of resignation to his or her supervisor. If the employing organization severs the employment relationship, the employing organization will give the employee a 30-day notice, or in lieu of proper notice, will pay the difference between the amount of notice given and the employee's salary for that 30 calendar days (not to exceed 22 working days.)  
The employing organization is not required to give a 30-calendar day notice, or a 22-day payment in lieu of notice, in cases warranting immediate termination, such as: misappropriation of materials or funds, falsifying records, breach of confidentiality, insubordination, drunk or disorderly conduct, and other such serious offenses. In such cases, the employee forfeits the right to all benefits.
4. Exempt staff should not be engaged in secondary employment. In the case of extenuating circumstances which might permit an exemption to this policy, staff must obtain the written approval of the Executive Board.
5. The ABCRGR encourage staff to participate in non-job-related volunteer activities that reflect personal interests and concerns. These activities are purely personal matters except when they impinge on job performance or office hours. It is each employee's responsibility to confer with his or her supervisor to determine the possible negative effect any activity could have toward the fulfillment of basic job commitments.
6. Staff speaking engagements or consultation with ABCRGR related organizations and churches are considered job related. Any honoraria or fees received must be turned in to the employing organization and will be recorded as contributions. Staff may accept travel expenses in lieu of reimbursement from the staff's travel account. Any exception to this practice must be approved by the Executive Board.  
Staff speaking engagements or consultation with non-ABCRGR organizations and churches, and any resultant honoraria and fees, are personal matters if performed outside the course and scope of normal job responsibilities and conducted on personal time. No office time, equipment, supplies or support services may be used without permission.

### **Compensation**

1. Each employee's job is described in a written position description.
2. The Executive Board reviews current economic factors and determines any adjustment that is made to the salary scale when changes in the cost of living and other factors warrant such action.
3. Individual salary increases are not automatic each year and should not be expected. Salary changes will be determined by December of each year.
4. Flexible Spending Account Plans (FSA) can be set aside as nontaxable portion of salary to provide funds for certain types of expenses such as medical expenses and dependent or child care expenses before-tax dollars. This benefit is available only if a medical plan is provided to the employee.
5. All staff receive worker's compensation insurance coverage which provides medical, disability, and death payment benefits in case of an occupational accident.
6. ABCRGR pays for one-half of the Social Security tax for non-ordained staff. For ordained staff, a Social Security allowance is provided.
7. ABCRGR is normally closed for twelve paid holidays each year:  
Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Fourth of July unless this falls on a weekend, Labor Day, Columbus Day, Thanksgiving Day, The Friday after Thanksgiving, Christmas Eve Day unless this falls on a weekend, Christmas Day unless this falls on a weekend, New Year's Day unless this falls on a weekend. If holidays fall on a Saturday, the prior Friday will be taken as the holiday or if holiday falls on a Sunday, the next Monday will be taken.
8. Vacation time is provided for the well-being of staff and its full use is to be planned accordingly each year. The Office Administrator receives 15 work days per calendar year. The Executive Minister receives 25 work days per calendar year. These days are available on January first of each year.

In cases of termination all unused vacation time will be paid to the employee.

Vacation time may be taken only with prior approval of supervisor. No more than one week (5 days) of vacation time may be carried over without permission.

### **Absences**

Staff must notify their supervisor within the first fifteen minutes of their regular start time or any unscheduled absence. Failure to notify supervisor of absence may result in loss of pay for the time missed, possible disciplinary action or termination of employment.

### **Medical and Family Leave**

Beginning in 2018 the NY State Family and Medical Leave Act is in force, which has the following provisions: all full- and part-time employees who've been working at their jobs for at least six months will have access to up to eight weeks of leave at half their salaries. The policy, is funded by employees through payroll deductions, will gradually phase up over four years to 12 weeks and a maximum of two-thirds of the state's average wage. It also guarantees job protection for all workers who take leave, even those who work for businesses with fewer than 50 employees, which are not subject to the federal Family and Medical Leave Act.

### **Bereavement Leave**

In that event of a death of a spouse, child, parent (in-law), grandparent or sibling a maximum of three days is granted for bereavement. Employees will be permitted to take vacation or sick/personal time for other family members. Requests for bereavement leave should be submitted in advance to the supervisor.

### **Jury and Witness Duty**

Time off without loss of pay or benefits are provided to employees as required by law. Supervisor must be notified prior to taking the time off and documentation of jury duty must be provided upon return to work. Employees on jury duty are expected to work as much of their regularly scheduled hours as the jury schedule permits.

### **Performance Appraisal**

1. It is the responsibility of both the employee and supervisor to participate fully in an ongoing performance appraisal process by formally reviewing performance normally once a year. The Executive Minister is to be evaluated by the Executive Board. Performance appraisals may be conducted more or less frequently depending upon the needs of ABCRGR.
2. Staff development funds will be provided upon request of the employee as funds are allowed. The policy of ABCRGR is to encourage professional and personal growth. Continuing education funds will be provided as a part of the annual budgetary process.
3. The purpose of staff development is to enable the employee to continue to grow in effectiveness and productivity, to offer the opportunity for the employee to remain fresh and creative, and to enable the employee to prepare for new and expanded responsibilities.

## Employee Conduct

### **HARASSMENT FREE WORKPLACE POLICY (Approved by ABCRGR Delegates 05/09)**

It is the policy of the American Baptist Churches of the Rochester/Genesee Region (ABCRGR) to maintain a workplace free of discrimination and harassment. ABCRGR will not tolerate harassment of any employee by a co-worker, supervisor, manager, vendor, independent contractor, or visitor on any basis, including, but not limited to an employee's: race, color, religion, gender, sexual orientation, medical condition, age, marital status, national origin, disability, veteran status, or any other characteristic protected by federal or state law or local ordinance. All of us must work together to maintain our workplace as an environment that is free from harassment. Accordingly, employees must not engage in any behavior that could be considered harassment and must also report any behavior they believe to be harassment as set forth in the "How do I Report Harassment" section below.

#### **a. What is Harassment?**

Harassment is any behavior that is not welcomed by, and is offensive to, an employee. Harassment interferes with an employee's work effectiveness and his or her enjoyment of the workplace. Essentially, it results in an intimidating, hostile, or offensive work environment for the harassed employee.

Harassment may take many forms, but the most common forms include:

- Verbal harassment – such as jokes, epithets, slurs, negative stereotyping, and unwelcome remarks about an individual's body, color, physical characteristics, or appearance, questions about a person's sexual practices, or gossiping about sexual relations;
- Physical harassment – such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, leering at a person's body, and threatening, intimidating or hostile acts that relate to a protected characteristic;
- Visual harassment – such as offensive or obscene photographs, calendars, posters, cards, cartoons, e-mails, drawings and gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material that denigrates or shows hostility or aversion toward an individual, because of a protected characteristic, that is placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the workplace.

#### **b. What is Sexual Harassment?**

Sexual harassment is defined as unwelcome sexual advances, requests, or demands for sexual acts or other verbal, nonverbal, or physical conduct of a sexual nature when:

1. submission to this conduct is made – either explicitly or implicitly – a term or condition of an individual’s employment;
2. submission to or rejection of this conduct by an individual is used as the basis for employment decisions affecting the employment; or
3. the conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or of creating, or resulting in, an intimidating, hostile, or offensive work environment for the harassed employee.

Whether conduct is considered sexual harassment is determined not only by whether the harassed employee considers it as such, but also whether a reasonable person would consider it as such. Sexual harassment also includes “same-sex” harassment (i.e. harassment of a male by a male or of a female by a female).

**c. Examples of Sexual Harassment**

To assist employees in identifying what type of conduct may be considered sexual harassment the following list of examples is provided:

- . unwanted sexual flirtations, advances or propositions;
- . offering employee benefits in exchange for sexual favors;
- . making or threatening reprisals after a negative response to sexual advances;
- . making or using graphic or degrading verbal comments about an individual or his or her appearance;
- . sexual innuendo, suggestive comments, or sexually-oriented “kidding” or “teasing”;
- . foul or obscene language;
- . the display of sexually suggestive objects or pictures; or
- . any offensive or abusive physical conduct.

This list is not all inclusive, other types of conduct or behavior may constitute sexual harassment. If in doubt, report the suspected harassment.

**All such conduct, whether committed by a supervisor, co-worker, vendor, independent contractor, or visitor, whether male or female, is specifically prohibited.**

**d. How do I Report Harassment?**

Employees who have experienced any form of harassment are encouraged to report the incident to a member of the Executive Board or the Executive Board President. Anyone who has witnessed or received a report of any form of harassment must immediately provide a written or verbal complaint to the Executive Minister unless this person is involved in the act of

harassment. In that case, the report of harassment should be made to a member of the ABCRGR Executive Board or the Executive Board President. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses. The important thing is that the individual brings the matter to ABCRGR's attention promptly so that any concern of harassment can be investigated and addressed promptly. From this initial report, an investigation will take place. It is critical, however, that employees can freely choose whether they will report the harassment and to whom they will report.

All reported complaints regarding incidents of harassment will be investigated. Complaints will be kept as confidential as possible. The ABCRGR Executive Board or designated representatives will promptly undertake a reasonable and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the harassment alleged will be made and communicated to the employee(s) who complained and to the accused harasser(s).

All employees and supervisors have a duty to cooperate in the investigation of alleged harassment. Failing to cooperate or deliberately providing false information during an investigation shall be grounds for disciplinary action, including termination of employment.

If ABCRGR determines that harassment has occurred, it will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. Whatever action is taken against the harasser will be communicated to the employee(s) who complained.

**e. Protection Against Retaliation**

ABCRGR policy and New York law prohibit retaliation against any employee by another employee or by the company for using this complaint procedure or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by any federal or state enforcement agency.

Any report of retaliation by the one accused of harassment or any other person will also be promptly and reasonably investigated. If a complaint of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken, consistent with the employee's at-will status.

**f. Additional Enforcement Information**

In addition to ABCRGR's internal complaint procedure, employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and the [applicable state department or agency, if applicable] may investigate and prosecute complaints of harassment in employment. Employees have the right to report allegations of illegal discrimination to the appropriate agency, and retaliation for exercising this right is prohibited by ABCRGR.

For more information, contact the nearest office of the EEOC or New York State, as listed below.

1/1/2018

EEOC: 6 Fountain Plaza, Suite 350, Buffalo, NY 14202  
Phone: 1-800-669-4000

[NY State]: Rochester  
New York State Division of Human Rights  
One Monroe Square, 259 Monroe Ave., Suite 308  
Rochester, New York 14607  
Telephone No. (585) 238-8250  
[InfoRochester@dhr.state.ny.us](mailto:InfoRochester@dhr.state.ny.us)

**g. Responsibility**

Managers and supervisors are responsible for maintaining a working environment in which employees are free from intimidation or harassment.

Employees are responsible for compliance with ABCRGR's Harassment Free Workplace Policy and for reporting violations or suspected violations of this policy or of instances of harassment as described above. Managers and supervisors are responsible for immediately contacting the ABCRGR Executive Board whenever suspected harassment is reported to them.

Violation of this policy will result in discipline, up to and including discharge from employment.

**Staff Grievance Procedure**

A dispute between an employee and his or her employing organization becomes a grievance when the employee feels he or she is treated in a way that violates a law, policy, practice, or rule.

It is expected that both staff and supervisor will make every effort to resolve any grievance informally, through careful listening and discussion.

If a grievance is not settled through informal discussion, an employee may follow this formal grievance procedure:

- (1) The grievant writes a grievance memo, which includes: (a) a description of what happened that led up to the grievance; (b) a description of the law, policy, practice or rule that was violated; (c) how this violation negatively affected the grievant; and (d) what remedy the grievant requests.

The memo is delivered to the Officers of the Executive Board.

- (2) The Officers of the Executive Board must respond to the memo within seven (7) working days after receiving the grievance memo.

- (3) A meeting will be scheduled with the grievant within five (5) working days after responding.
- (4) After meeting the grievant, the Officers of the Executive Board has seven (7) days to relay a determination.
- (5) If grievant is not satisfied with determination she or he has five (5) working days to submit a response to the full Executive Board.
- (6) The Executive Board has five (5) working days to review the deliberations and render a decision and/or propose a remedy.
- (7) The Executive Board determination is final and closes the grievance procedure.

### **Business Travel**

#### 1) Credit Cards

Corporate credit cards are provided when job responsibilities require travel. Personal use of any corporate credit card is prohibited, except in cases of extreme emergency or with the advance approval of the Executive Board

#### 2) Insurance on Rental Automobiles

The region covers insurance for automobile rental through the region policy through current insurance policy. (Note: Insurance on a personal automobile may cover rentals for personal use, but do not usually cover business use.

Any personal injury incurred while traveling on business may be covered by 1) the Travel/Accident Policy; or Worker's Compensation Insurance.

In most cases, therefore, employees will decline at least the personal accident insurance coverage.

#### 3) Mileage Reimbursement

When using personal automobile for business, the region reimburses mileage at the IRS established rate. For the Executive Minister, mileage is a part of the professional expense account.

### **Work at Home**

It is recognized that there is special situation in which staff work might be better accomplished at home rather than in the office environment. However, these special situations requiring work-at-home time must be approved in advance by the employee's supervisor.



**Region Property**

Each employee is responsible for treating region property with respect. It must be properly and safely used, and it may not be removed from the region office without proper authorization. When leaving employment, all property must be returned to the region. Region equipment and property is to be used exclusively for region work unless permission is granted.

All passwords for computer and program access must be recorded and kept current and accessible to supervisor.

**The policies and procedures in this handbook constitute the guidelines of ABCRGR and are in no way to be interpreted as a contract between the region and its employees.**

ABCRGR expressly reserves the right to modify, add to or rescind any of the policies in this handbook.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_