

III. PERSONNEL POLICIES AND PROCEDURES

III.A.B.

A. Employment Procedure

1.	<b>Staff Appointments</b>	<b>Recommended to Representative Body by</b>
	Superintendent	Executive Committee
	Financial Manager	Executive Committee
	Director of Program Ministries	Executive Committee
	Quaker Lake Program Director	Executive Committee
	Office Manager	Executive Committee
		<b>Appointed by</b>
	Director of Youth & Young Adult Program Ministries	by Superintendent, Director of Program Ministries in consultation with Intern Guidance Committee
	Secretary	by Superintendent & Office Manager
	Quaker Lake Facilities Manager	Quaker Lake Program Director in consultation with Quaker Lake Board Personnel Committee and Yearly Meeting Superintendent

2. Staff Evaluation

The Personnel Committee will annually review the work of the Superintendent, Office Manager, Financial Manager, Director of Program Ministries, and Quaker Lake Program Director.

B. Working Conditions

The normal workday is considered to be 9:00 a.m. to 5:00 p.m. Monday through Friday.

It is recognized that the Executive Staff (Superintendent, Quaker Lake Program Director, Director of Program Ministries and Financial Manager) who have unusual and long hours often keeping them away over weekends and evenings, are free to adjust their work time in the office as their work schedules permit.

Any changes in normal work schedules must be communicated to all relevant office staff prior to being away from the office.

North Carolina Yearly Meeting shall comply with all federal wage and hour guidelines which apply to non-profit organizations. Additionally, North Carolina Yearly Meeting's policy regarding overtime is that any overtime to be reimbursed or otherwise compensated for must be approved by the employee's supervisor prior to its occurrence. Although overtime is never encouraged, where it is necessary and approved, the compensation rate will be at 1 1/2 times the regular hourly wage.

Business meetings for all staff members are held once a month, and other staff meetings will be held at the discretion of the Superintendent.

## C. Benefits

## 1. Health and Hospitalization Insurance

In order to provide for sharing medical treatment expenses at a moderate cost, the NC Yearly Meeting provides a group plan to all eligible employees who are enrolled at the time of employment. This coverage includes life insurance on the employee, plus an accidental death benefit. Membership is available for employees' immediate families if they so choose.

## 2. Workers Compensation

Employees are covered by Workers Compensation under NC law while on NC Yearly Meeting business.

## 3. Social Security

The Federal rate applies. NC Yearly Meeting pays half; the employee, half. Staff members who are Recorded Ministers and are considered self-employed for Social Security purposes assume one-half of the payment of their social security, and NC Yearly Meeting pays the other half.

## D. Sick Leave/Personal Leave

## 1. Personal Illness

Leave required by any North Carolina Yearly Meeting employee due to personal illness may be allowed up to a maximum of ten days per calendar year. Up to five days of unused sick leave may be accumulated each year for future use. Extended time in exceptional cases of prolonged illness may be granted by the Superintendent in consultation with the Personnel Committee.

## 2. Personal Emergencies

Upon request, five of the ten days sick leave in any calendar year may be used for personal emergencies such as critical illness or death within the family.

## 3. Personal Leave

The Superintendent is allowed to authorize up to two days off with pay during the year as designated personal leave. These days would be taken from the five days allocated for sick leave as stated in the paragraph above.

## 4. Extreme Weather Conditions

The Superintendent has the authority to act at his/her own discretion regarding absenteeism as a result of extreme weather conditions.

## 5. Medical and Dental Appointments

A reasonable amount of time will be allowed each staff person to meet medical and dental appointments, stressing preventive measures to insure good health will benefit both employee and employer. Adjustment of extended time taken for such purposes will be worked out between employee and immediate supervisor.

E. Study Leave

Personnel are encouraged to participate in courses of proficiency improvement, and expenses for such will be paid by the Yearly Meeting. Application for leave without pay for personal study will be considered on an individual basis. Such requests should be submitted in writing to the Executive Committee and the Superintendent, giving purpose of the leave and date of return to active service.

F. Jury Duty

Staff persons should be encouraged to serve on jury duty when called. While serving on jury duty, staff members of NC Yearly Meeting shall receive compensation to the extent that they are not penalized financially while in such service.

G. Annual Vacation

Annual vacation is granted to full-time employees. Permanent, part-time employees shall be entitled to annual vacations in proportion to the time they work.

1. Executive Staff

All executive staff receive 10 working days of vacation with pay. Usually the vacation period will be arranged in advance. Each new executive employee is permitted some vacation the first year. This is to be arranged at the time of employment. Amount of vacation will be related to the job and the beginning date of employment. Likewise, when a person leaves the staff, final vacation will be determined proportionately to the time of service during the final year. Vacation time is non-accumulative, January through December.

2. Other Staff

All other staff shall receive vacation at the rate of two weeks per year after the first year of employment. The following schedule will be applicable for beginning employees:

- a. If employed between January 1 and March 31, one week with pay in that calendar year after working six months; two weeks per year thereafter
- b. If employed between April 1 and August 31, two weeks with pay the following year and two weeks per year thereafter
- c. If employed between September 1 and December 31, one week with pay the following year after working six months (from the date of employment); two weeks per year thereafter

3. Longevity

After five years of continuous service, an employee is eligible for one additional day of vacation for each year of service up to a maximum of 20 working days. All vacation schedules are to be approved by the Superintendent.

## H. Holidays

North Carolina Yearly Meeting's policy is to pay staff members at their normal daily rate for the following holidays each year:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Easter Monday	Thanksgiving Day
Memorial Day	Christmas Day

Holiday observance may be adjusted at the discretion of the Superintendent.

## I. Travel Procedures and Policies

### 1. General Rules for Business Travel

- a. You are representing North Carolina Yearly Meeting
- b. Practice good judgment and prudence when incurring expenses
  1. Obtain receipts for any expense you wish to be reimbursed (minor exceptions apply).
  2. Luxury rooms, personal services and similar expenses will not be reimbursed.
- c. Plan ahead.
  1. Allow at least 15 days for a travel advance.
  2. Make travel arrangements early to secure attractive prices for lodging and transportation.

### 2. Rules for Staff Travel

#### a. Greater care expected of Staff

A member of the NCYM staff conducting official business is expected to exercise greater care in incurring expenses than one would exercise if traveling on personal business or expending personal funds. Excess costs, delays, luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Staff members will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

#### b. Circumstances for travel requiring prior approval of Executive Committee for reimbursement

1. Travel outside of North Carolina Yearly Meeting
2. Travel in reference to or on the business of other Friends organizations which are not directly part of North Carolina Yearly Meeting (FUM, FWCC, FCNL, Youthquake, etc.)
3. Travel within North Carolina Yearly Meeting by employees or representatives of other Friends organizations

#### c. Yearly Meeting Office to mail registration fees and give any advances

1. It is preferable for the YM office to mail conference registration fees directly to the organization, rather than reimbursing the individual participant.

2. Completed vouchers requesting reimbursement of travel expense should be received within 30 days of incurring the expense. All items, other than incidentals of less than \$10 per day must be documented by legible, original receipts.
  3. Advances for travel are discouraged. In the event that an advance is absolutely necessary, completed vouchers must be received in the YM office along with legible, original receipts within 7 days of the trip. Any remaining funds should also be returned at this time. If reports for advances are not filed in a timely manner, the Yearly Meeting may decline further advances. Should outstanding advances total \$600 or more at year end, IRS regulations require Yearly Meeting to consider these amounts as income and report them to the IRS as such.
  4. Mileage reimbursements will be based on the current Yearly Meeting rate.
  5. These expenses will be paid from the “staff travel” line item in budget part I-A.
3. Rules for Committee Travel
- a. A copy of committee minutes noting approval of the travel expenses, signed by the chairperson and recording clerk, must be on file in the Yearly Meeting office before a voucher can be paid.
  - b. It is preferable for the YM office to mail registration fees directly to the organization, rather than reimbursing the individual participants.
  - c. Completed vouchers requesting reimbursement of travel expenses, signed by the committee chairperson, should be received within 30 days of incurring the expense. All items, other than incidentals of less than \$10 per day must be documented by legible, original receipts.
  - d. Advances for committee travel are discouraged. In the event that an advance is absolutely necessary, completed vouchers must be received in the YM office at least two working days before the semimonthly check-writing dates. Travel expense reports, documenting the use of the advanced funds must be completed and submitted to the YM office along with legible, original receipts within 7 days of the trip. Any remaining funds should also be returned at this time. If reports for advances are not filed in a timely manner, the Yearly Meeting may decline further advances. Should outstanding advance(s) total \$600 or more at year end, IRS regulations require the Yearly Meeting to consider these amounts as income and report them to the IRS as such.
  - e. Mileage reimbursements will be based on the current Yearly Meeting rate. Mileage for travel to committee meetings is not normally reimbursed.
4. Rules for Authorized Delegates
- a. Non-staff delegates authorized by the Yearly Meeting or Representative Body to attend FUM, etc. should follow the above policies pertaining to committee travel. Vouchers for these expenses should be signed by the Executive Committee member responsible for travel fund oversight and paid for the “conference travel-other” line item in budget part I-A.
  - b. Staff delegates authorized by the Yearly Meeting or Representative Body to attend FUM, etc. should follow the above policies pertaining to staff travel. These expenses will be paid from the “staff travel” line item in budget part I-A.

## NORTH CAROLINA YEARLY MEETING

**Policy:** Report of Misconduct(1)

**Purpose:** To establish a formal procedure for filing a formal report of misconduct against any person, paid or unpaid, who represents or conducts business for the North Carolina Yearly Meeting. This policy does not apply to Monthly or Quarterly Meeting personnel.

**Procedure:**

- Based on Matt. 18:15, the complainant should first talk to the person accused of misconduct in an attempt to validate and correct the alleged misconduct. This does not apply if the complainant feels personally threatened or intimidated.
- In all circumstances, the complainant must complete the North Carolina Yearly Meeting Report of Misconduct Form and forward that form to the Clerk of the Personnel Committee.
- When appropriate, the complainant may take a witness to the meeting with the Supervisor and/or Personnel Committee.
- The Clerk of the Personnel Committee will present the written statement to the Executive Committee meeting in Executive session.
- Retaliation against members of the NCYM community who make good faith reports regarding potential NCYM-related misconduct is prohibited, and violators may be subject to disciplinary action.

At its earliest available session, the Executive Committee, following the Misconduct Investigation and Action Policy, will investigate the alleged misconduct and recommend a course of action.

(1) Misconduct is any action or behavior that would be considered a violation of NCYM policies, legal standards or commonly accepted Christian morality.

North Carolina Yearly Meeting Report of Misconduct Report of Misconduct<sup>(1)</sup> Form  
CONFIDENTIAL

Date of filing this complaint	
Printed full name of person filing complaint (the complainant)	
Contact information of complainant	Ph: _____ Email: _____
Position within the Yearly Meeting of complainant	
Name of the person against whom the complaint is being made (the accused)	
Position of the accused within the Yearly Meeting	
Nature of the complaint being made:	
Proof of misconduct including names of others who may corroborate the misconduct:	
Has the complainant spoken to the accused about the complaint? If yes, what was the outcome?	

Signature of Complainant	Date
Signature of Witness (if applicable)	Date
<b>Submit completed form to the Clerk of the Personnel Committee</b>	
Received By	Date

*(1) Misconduct is any action or behavior that would be considered a violation of NCYM policies, legal standards, or commonly accepted Christian morality.*

***Retaliation against members of the NCYM community who make good faith reports regarding potential NCYM-related misconduct is prohibited, and violators may be subject to disciplinary action.***

## NORTH CAROLINA YEARLY MEETING

**Policy:** Exit Interview

**Purpose:** To establish a procedure for conducting exit interviews with all employees who leave the NCYM staff.  
The purpose is to :

- Identify what NCYM is doing well
- Pinpoint areas where we can strengthen our organization
- Confirm the skill sets, experience and attributes needed for the job
- Capture useful knowledge from the exiting employee
- Understand why the employee is leaving
- Help determine areas where changes may need to be made in the future
- To say good-bye on good terms

**Procedures:**

- Exit interviews should be conducted by the employee's supervisor or someone from the Personnel Committee.
- Exit interviews should be conducted face-to-face in privacy, or by phone with a hard copy or electronic copy provided before the employee leaves the job, or within two weeks of the employee's leaving.
- The meeting should end on a positive note, thanking the exiting employee for his/her service to NCYM. Let them know that the exit interview information is helpful and wish them the best in his/her new venture.
- If exiting employee declines to complete the exit interview form in person or by phone, the form should be noted, signed and dated by person conducting interview and placed in his/her personnel file in YM office.
- The Clerk of the Personnel Committee will report to the Executive Committee that the exit interview has been conducted and indicate any action that should be taken as a result of the exit interview.



NORTH CAROLINA YEARLY MEETING  
**Exit Interview Form (CONFIDENTIAL)**

Employee Name:		
Contact telephone #:		
Position:		

Name of Supervisor:		
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Date of Hire:  Ending Date:

Reason for Leaving:	(check)
Voluntarily Quit:	_____
Retirement:	_____
Took another job:	_____
Health Reasons:	_____
Terminated:	_____
Laid off:	_____
Other:	_____

Why have you decided to leave NCYM?

Did anything trigger your decision to leave?

Have you shared your concerns with Supervisor or Personnel Committee prior to deciding to leave: (Explain)

Did anyone in the organization discriminate against you, harass you, or cause hostile working conditions? (If yes, explain)

What was the most satisfying aspect of your job?

What was the least satisfying aspect of your job?

Do you feel you had clear goals, adequate resources and support necessary to accomplish your job?  
If not, what was missing?

Would you consider working for NCYM again in the future, if asked?

Other comments:

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

(If interview conducted by phone, indicate "By phone" and date.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Conducting Interview

\_\_\_\_\_  
Date

Is the employee eligible for rehire:

Yes	No

Comments:

CHECK VOUCHER

\_\_\_\_\_ Vendor Number Date \_\_\_\_\_

Payable to \_\_\_\_\_

Address \_\_\_\_\_

Account/Invoice Number \_\_\_\_\_

Purpose of Funds \_\_\_\_\_

Person authorizing expenditure \_\_\_\_\_

Account Number	Amount
_____	_____
_____	_____
_____	_____
_____	_____

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Financial Manager's Use: \_\_\_\_\_ Approved for payment \_\_\_\_\_

Date of Check: \_\_\_\_\_ Check Number \_\_\_\_\_ #of Vouchers \_\_\_\_\_

CHECK VOUCHER

\_\_\_\_\_ Vendor Number Date \_\_\_\_\_

Payable to \_\_\_\_\_

Address \_\_\_\_\_

Account/Invoice Number \_\_\_\_\_

Purpose of Funds \_\_\_\_\_

Person authorizing expenditure \_\_\_\_\_

Account Number	Amount
_____	_____
_____	_____
_____	_____
_____	_____

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Financial Manager's Use: \_\_\_\_\_ Approved for payment \_\_\_\_\_

Date of Check: \_\_\_\_\_ Check Number \_\_\_\_\_ #of Vouchers \_\_\_\_\_

Travel and Expense Report  
North Carolina Yearly Meeting

From \_\_\_\_\_ to \_\_\_\_\_

Date	Traveled to/ Purpose	Committee	Miles

**Other Expenses (Itemize)**

**Please attach all tickets and/or sales receipts.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

## J. Grievances

1. All NCYM executive staff members have an annual individual review by the NCYM Personnel Committee at which staff may present concerns.
2. The Superintendent holds regular staff meetings on at least a monthly basis, with the possible exception of August.
3. The Superintendent meets individually with staff members on a reasonable frequency to provide the opportunity for the following:
  - a. The Superintendent to be currently knowledgeable about what each staff member is doing in the staff member's work.
  - b. The Superintendent to be able to make recommendations to or receive suggestions from a staff member.
  - c. The Superintendent to be able to receive and discuss with a staff member any personal or work-related problems that a staff member may wish to present for consideration.
  - d. The Superintendent to be able to discuss, from the Superintendent's perspective, any area of the staff member's personal or work-related problems.
4. The Superintendent and the staff members function in an attitude that provides comfortable personal access in both directions.
5. The Superintendent feels the freedom to approach the chairperson of the NCYM Personnel Committee with any staff problems that the Superintendent may be encountering.
6. Any staff member with a personal or work-related problem that the staff member feels has not been satisfactorily dealt with by the Superintendent may feel comfortable in approaching the Chairperson of the Personnel Committee and subsequently meet with the entire Personnel Committee, if so needed.
7. If any staff person has a problem that has not been resolved by the Superintendent, the Chairperson of the Personnel Committee, or the entire Personnel Committee, then the staff member may request that the unresolved problem be taken before the entire NCYM Executive Committee.

(Note: It is hoped and certainly not anticipated that any problem would have to take this entire course; yet for the years ahead, perhaps it would be prudent to have such a procedure available in the event of need.)

## K. Retirement

## 1. Pension Plan

- a. The North Carolina Yearly Meeting pension plan is available to ministers employed full-time in the performance of pastoral duties in North Carolina Yearly Meeting. (Full-time is defined as working at least 30 hours per week in pastoral duties and receiving at least 60% of earned income for these services.) The Yearly Meeting staff is also included in the Pension Plan.
- b. This is a non-contributory plan.
- c. The rate of benefit payments is based on number of years of service.
- d. Normal retirement date is the first day of the calendar month after the 65<sup>th</sup> birthday, even though a pastor may continue to serve a Meeting. In the event of death, an annuity of 60% of the accrued benefit shall be paid to the surviving spouse beginning at the survivor's attained age of 60.
- e. The Pension Plan document, located in the Yearly Meeting office, contains full details of the plan.
- f. Retirement benefits are the responsibility of the Benefits and Insurance Board.

## 2. Share the Blessing

Share the Blessing is an endowment fund to supplement the Pension Plan.

## 3. Aged Ministers Fund

Proceeds from the group of trust funds called the "Aged Ministers Fund" provide benefits for those ministers and spouses who served the Yearly Meeting before a pension plan was available. Participants in the Aged Ministers Fund receive benefits at the same rate as participants in the Pension Plan.

## 4. TSA's

The Yearly Meeting provided Tax Sheltered Annuities to ministers for several years during the 1990's when the Pension Plan was deemed by our actuaries to be over funded. The Yearly Meeting is not adding to these TSA's at this time (October 2000).