

North Central California Presbytery Personnel Policies
Approved NCCP Council April 8, 2026
Approved NCCP Presbytery Meeting May 2, 2026

1 Introduction

1.1 As an employer, NCCP, through its Council and as administered by Council's *Personnel Committee*, has the full and sole authority to hire, establish salaries and benefits as described in the Employee Handbook, provide direction to employees, and dismiss employees. NCCP has the right and duty to require that all NCCP employees comply with its personnel policies and procedures and satisfactorily perform the individual tasks and duties in each employee's respective job description.

1.2 The Executive Presbyter, as Head of Staff, shall be responsible for the supervision of all employees, ensuring that all employees:

- a) comply with the policies and procedures in the Employee Handbook as well as other NCCP policies and procedures pertinent to the performance of their duties,
- b) receive adequate training for the performance of their duties,
- c) work in a safe and clean environment,
- d) are provided with informal and formal feedback, both positive and negative, concerning their job performance,
- e) are recommended for compensation commensurate with their job duties and performance,
- f) receive, when possible, an exit interview (see 1.1.3) when employment terminates.

The Executive Presbyter shall work with the Personnel Committee in the development, implementation, and accurate maintenance of position descriptions for each position occupied by a NCCP employee.

The Executive Presbyter, while ultimately responsible for the annual performance evaluation of each NCCP employee, shall work with the Personnel Committee in the development of the performance evaluation and the discussion of that evaluation with each employee.

1.3 In the event of a vacancy that is due to the resignation or retirement of an employee, when possible, an exit interview shall be held with the employee, that employee's immediate supervisor and a Personnel Committee member. An Exit Interview Form, provided by the Personnel Committee, shall be utilized, reviewed by the full Personnel Committee upon completion of the interview, and maintained with each employee's personnel record in NCCP office files.

1.4 Validated Positions: A validated position is one in which the Personnel Committee has determined that the position requires the incumbent to be a MWS, Certified Christian Educator, Deacon, or Ruling Elder in the PC(USA). A validated position shall be one in which the primary purpose of the duties of the position is toward serving people and enabling them to serve other people. In the event of any vacancy in a validated position for any reason, the Personnel Committee shall ensure that a revalidation of the position being vacated is completed when necessary.

1.5 Definition: A called/elected employee is any person who has been called/elected to a validated position. Ordinarily, employment of called/elected employees shall be for an indefinite period.

1.6 NCCP may also hire contractors to address duties or roles on a temporary or permanent basis. Contractors are not employees subject to the requirements of this manual.

- 1.7 NCCP employs both exempt and non-exempt employees based on provisions of the Fair Labor Standards Act (FLSA) and applicable State of California Wage and Hours Law.
- 1.8 The salary range for full-time employees is annualized based on a forty-hour work week. The salary range for non-exempt employees is annualized based on a thirty-nine-hour work week.
- 1.9 Exempt Status of Ministers of Word and Sacrament: At the September 18, 2021 meeting of NCCP, "the Personnel Committee requested permission for the Chair of Personnel to inform NCCP's Accountant that, effective immediately, all MWSs under the aegis of the Personnel Committee are deemed exempt by the 'Ministers Exception ruling' (including clerical office duties performed by MWSs as exempt under this rule), and our Accountant and Treasurer will be held harmless against any lawsuits or investigation by the State of California." This motion carried.

2 NCCP Staff Positions and Levels

- 2.1 Position descriptions shall be reviewed at least once every two years and updated as needed by the Personnel Committee in consultation with the Executive Presbyter or the committee of NCCP supervising the employee.
- 2.2 Changes to position descriptions will be based on the duties being performed, additional duties that need to be performed and/or duties that no longer need to be performed.
- 2.3 Changes made shall immediately trigger appropriate compensation changes or shall be appropriately factored in with such changes if enacted in conjunction with the employee's annual evaluation.
- 2.4 **Specific Requirements:** The following specific requirements shall be included in all hiring processes:
 - 2.4.1 Advertising of available positions for called/elected staff shall extend for a minimum of sixty days for regular staff, and thirty days for interim staff. Advertisements shall be placed in appropriate journals and other publications, and posted on web sites, including those of national and regional governing bodies and related organizations.
 - 2.4.2 The Executive Presbyter, who is the responsible equal employment officer, shall ensure that all elections and hiring of NCCP staff are made via an inclusive process that shall include consultation with the Committee on Representation.
 - 2.4.3 NCCP, as a purchaser, is committed to contract for and purchase goods and services from businesses that have committed themselves to the goal of equal employment opportunity.
 - 2.4.4 The *Book of Order* in G-3.0103, stipulates that "Councils above the session shall establish by their own rule committees on representation to fulfill the following functions: to advise the council regarding the implementation of principles of unity and diversity, to advocate for diversity in leadership, and to consult with the council on the employment of personnel, in accordance with the principles of unity and diversity in F-1.0403." The Personnel Committee (including any subcommittees thereof) shall avail itself of the resources and counsel of this committee during the early stages of any search and hiring process to access a diverse pool of qualified candidates and ensure equitable consideration of each that is sensitive to cultural differences and matters of diversity and inclusivity.

3 Termination of Employment

- 3.1 Separation of a hired employee is at the discretion of the Personnel Committee in consultation with the council. Written notice up to three months in advance of such separation typically will come from the supervisor upon the instructions of the Personnel Committee, although advance notice is not required unless required by an express written contract with the hired employee that is signed by NCCP and the hired employee.
- 3.2 Hired employees who are terminated due to a reduction of force or alteration of staffing design will typically receive severance pay based on years of service, contingent upon a signed release. Severance pay is generally as follows:

<u>Years of Service</u>	<u>Severance Pay</u>
Less than 1 Year:	Two Weeks
1 Year to 5 Years:	One Month
5 Years to 10 Years:	Two Months
10 Years to 20 Years:	Three Months
20 Years or More:	Four Months

4 Policy Suspension and Amendment of Handbook

- 4.1 As an employer, it is the obligation of NCCP to review and keep its personnel policies and procedures compliant with applicable State and Federal regulations and the *Book of Order*, as well as in line with general best practices, to ensure fair and consistent treatment of all employees. All recommended changes to NCCP personnel policies and procedures are to be presented to the Personnel Committee with rationale for the recommendation, including supporting research or documentation as appropriate. Once approved by the Personnel Committee, changes will be presented to NCCP Council for action and to the whole NCCP when changes affect policy or the administration thereof, or if deemed prudent by NCCP Council. In the case of changes in Federal or State employment law, the Personnel Committee shall update the Employee Handbook to reflect the changes and report the updates to the Council, all NCCP employees, and NCCP.
- 4.2 Upon recommendation of the Personnel Committee by a three-fourths vote, these Personnel Policies may be suspended by NCCP at any duly called stated or special meeting by a three-fourths vote, provided that the provisions to be suspended and the rationale for such action has been circulated together with the call to the meeting.
- 4.3 These Personnel Policies may be amended by NCCP at any duly called stated or special meeting, by a three-fourths vote, provided that the full text of the amendment has been circulated together with the call to the meeting.
- 4.4 Updates necessitated by changes in a) relevant laws, b) updates to the *Book of Order*, or c) corrections to grammar, formatting, or terminology that do not impact policy or the administration thereof, may be made and approved by the Personnel Committee with notification to and concurrence of NCCP Council.
- 4.5 Upon becoming effective, new iterations of this Personnel Policies document or the Employee Handbook shall be disseminated to employees and made publicly available to all commissioners and members of NCCP.