

Human Resources Policy
PALO DURO PRESBYTERY
(Added to the Manual of Operation, September 2025)

GENERAL INFORMATION

Palo Duro Presbytery is directed in all its work by mission intentions, which are expressed through the goals of the presbytery, the work assignments, and an annual budget.

The policy of the Presbyterian Church (U.S.A.) is that all its governing bodies will not discriminate in employment policy or practice except where religious affiliation is determined to be a bona fide occupational qualification.

The Council of Ministries represents the presbytery in all personnel matters. All employees are accountable to and through the Council of Ministries. All employees serve in one of three staff distinctions: Professional Staff, Support Staff, and Contract Personnel.

The presbytery, as an employer, shall:

- A. Define and establish professional staff positions with requirements and/or qualifications
- B. Recruit and select qualified personnel for support staff positions
- C. Seek to provide a safe, healthy work environment
- D. Establish and maintain a human resources policy
- E. Along with the Committee on Ministry, set compensation and benefits
- F. Provide for performance review in consultation with employees
- G. Establish grievance procedures
- H. Establish a separation policy

All policies of the Presbyterian Church (U.S.A.) and all civil laws shall apply.

PROFESSIONAL STAFF

- A. The Presbytery's Professional Staff includes the positions of Executive Presbyter and Stated Clerk. Their purpose is to give focus, leadership, and support to the presbytery as specified in *the Book of Order* of the Presbyterian Church (U.S.A.) and the goals and objectives of the presbytery.
- B. Job Descriptions: The general job descriptions of professional staff are outlined in the Position Descriptions adopted by the presbytery. Professional position responsibilities, duties, and functions will be clearly stated in the terms of call.
- C. Performance Review: An annual performance review and evaluation will be conducted for staff by the executive presbyter in consultation with the employee. The executive presbyter will be evaluated by the Council of Ministries via a liaison.
- D. Special Relationships: In the case of Professional Staff, a special relationship exists with the Committee on Ministry.

1. Search Procedure: A liaison from the Committee on Ministry shall serve on the Search Committee. The Committee on Ministry may provide names of possible candidates. Background checks shall be made by the Search Committee in consultation with the Committee on Ministry. The Committee on Ministry shall participate in the interview process of candidates.
 2. Presbytery action: The Committee on Ministry is responsible for the examination and certification of terms of call to the presbytery. The Committee on Ministry shall be responsible for the ordination and/or installation of Professional Staff.
 3. Relationship Building: The Council of Ministries shall convene and facilitate representatives from the Search Committee responsible for the staff person's call and the Committee on Ministry to meet with new Professional Staff at the end of six months of employment for the purpose of relationship building.
 4. The Council of Ministries shall provide pastoral care to all Professional Staff.
 5. Dissolution Process: A dissolution process determined by the presbytery shall be followed.
- E. Separation Policy
Voluntary separation or resignation requires a minimum of one month's notice for Professional Staff. This may be done in full use of the process of the presbytery in consultation with the Committee on Ministry.
1. Dismissal for cause of Professional Staff will follow the provisions of the Rules of Discipline, D-7.01.
 2. All vacations provided for in the call of Professional Staff shall be taken each year and cannot be accumulated. Study leave can only be accumulated as stated in terms of call. Study leave does not accrue a financial benefit.
- F. Grievance Process
A complaint or grievance by Professional Staff concerning an alleged violation of approved policy of the presbytery or any civil law shall be dealt with promptly and fairly. The complaint shall be taken to the Council of Ministries in writing. The Council of Ministries shall have the final decision in matters of non-ordained personnel. In the case of ordained personnel, there will be recourse to the discipline process outlined in the Rules of Discipline, D-7.01.
- G. Crisis intervention
The Council of Ministries may seek alternate networks of resolution, including the Committee on Ministry and/or a trained professional facilitator.

SUPPORT STAFF

Support staff in Palo Duro Presbytery includes a full-time Administrative Assistant and any other part-time non-exempt personnel.

Palo Duro Presbytery, through its Council of Ministries, shall:

- A. Establish positions necessary to meet the needs of the presbytery.
- B. Establish and maintain position descriptions, modifying them as necessary. Modifications shall be negotiated between an employee's supervisor, Council of Ministries, and the employee. Each employee shall be provided with a current copy of

his/her position description. Each employee shall be responsible for the requirements of that description.

- C. Establish position requirements and/or qualifications in consultation with the executive presbyter and the Council of Ministries.
- D. Recruit and select qualified personnel for support staff positions in consultation with the executive presbyter and Council of Ministries.
- E. Seek to provide a safe, healthy work environment for all employees.
- F. Hold employees responsible for all provisions of the Human Resources policy included in the Manual of Operations.
- G. Set compensation and benefits. Compensation and benefit policies are:
 1. Salary shall be determined annually.
 2. Benefits may be offered through the benefits plan of the Board of Pensions of the Presbyterian Church (U.S.A.), including major medical coverage and pension (including death and disability coverage), or major medical and death and disability. Participation in either option is at the will of the employee. All dues will be paid by PDP, and the cost will either be deducted from the cash salary or be included as a part of the employment package in lieu of salary, as negotiated at the time of hire. Board of Pensions also offers optional coverage, including dental, death, and retirement savings to enrolled participants. If elected, dues for these optional coverages are at the employee's expense. Employees may choose their own medical coverage independent of the presbytery or the Board of Pensions.
 3. Annual vacation of ten working days shall be granted after one complete year of service. After five years of continuous service, fifteen working days vacation; after ten years of continuous service, twenty working days shall be granted.
 4. Unavoidable Absence Benefit (UAB) will accrue at the rate of one day per month of service up to a maximum of thirty days. UAB is to be used for employee illness, funerals, family emergencies, and other necessary absences approved by the employee's supervisor. Accumulated UAB is not vacation time. UAB is not part of compensation that is paid out at the end of an employment relationship.
 5. Leave without pay will be negotiated with the employee's supervisor and the approval of the Council of Ministries.
 6. The Presbytery office is closed on the following holidays:
 - New Year's Eve
 - New Year's Day
 - Martin Luther King, Jr. Day
 - President's Day
 - Good Friday
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Thanksgiving Day and the Friday following
 - Christmas Eve
 - Christmas Day

- Should a holiday fall on Saturday or Sunday, the Friday or Monday nearest to the holiday will be observed. Employees shall receive full pay for these days.
7. Family leave shall be provided at a maximum allowance of twelve weeks with pay. Benefits will continue to be paid by Presbytery and the employee if participating in optional coverages.
 8. Continuing education shall be negotiated with an employee's supervisor and the Council of Ministries.
- H. Establish and implement the performance/evaluation process. Annual performance review shall be conducted by the employee's supervisor. Conclusions will be shared with the Council of Ministries and the employee.
- I. Establish grievance procedures. The Council of Ministries shall process all complaints and grievances submitted to it by the employee in writing. The Council of Ministries shall act expediently and finally.
- J. Establish separation policy. Employees shall submit a voluntary resignation in writing, providing a minimum of ten working days' notice. Dismissal for cause may include, but shall not be limited to:
1. unsatisfactory performance
 2. insubordination
 3. misuse of presbytery property or funds
 4. violation of confidentiality
 5. sexual misconduct, as defined in the presbytery's Sexual Misconduct Prevention Policy.
- K. Palo Duro Presbytery shall establish work hours for all employees. Work hours for full-time support staff shall be Monday-Friday, 9:00 a.m. to 5:00 p.m. Part-time support staff shall have their work hours established in consultation with the executive presbyter.

CONTRACT PERSONNEL

All contract employees shall be employed under the provisions of a contract. Each contract shall be written in response to specific needs, with the terms of the contract having clear assignments and termination provisions. No contract may be merged or amended without a new agreement approved by the Council of Ministers.

[Approved and added to the Manual of Operations, 09/2025](#)

**Receipt and Acknowledgment
of Palo Duro Presbytery Human Resources Policies**

These Human Resources Policies are an important document intended to help you become acquainted with Palo Duro Presbytery. This document will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the general ministry atmosphere of Palo Duro Presbytery and economic conditions are always changing, the contents of these policies may be changed at any time at the discretion of Palo Duro Presbytery. No changes in any benefit, policy, or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities such changes will have on you as an employee and on Palo Duro Presbytery.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Palo Duro Presbytery Human Resources Policies and Job Description.

- * I have received and read a copy of the Palo Duro Presbytery Human Resources Policies. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of Palo Duro Presbytery at any time. I understand that this manual replaces (supersedes) all other previous policies for Palo Duro Presbytery as of September 26, 2025.
- * I further understand that my employment is terminable at will, either by me or Palo Duro Presbytery, regardless of the length of my employment or the granting of benefits of any kind.
- * I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by me and the appropriate entities of Palo Duro Presbytery.
- * I am aware that, during the course of my employment, confidential information may be made available to me. I understand that this information is critical to the ministry of Palo Duro Presbytery and must not be given out or used outside of Palo Duro Presbytery's premises or with non-Palo Duro Presbytery employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information in any way.
- * I understand that, should the content be changed in any way, Palo Duro Presbytery may require an additional signature from me to indicate that I am aware of and understand any new policies.
- * I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Palo Duro Presbytery Human Resources Policy.

Employee's Printed Name

Position

Employee's Signature

Date

Supervisor's Signature

Date

The signed original copy of this agreement should be given to your supervisor; it will be filed in your personnel file.