

THE SYNOD OF THE ATLANTIC PROVINCES  
OF  
THE PRESBYTERIAN CHURCH IN CANADA

HUMAN RESOURCES MANUAL  
Revised: October 2016

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## ***Introduction***

This Human Resources Manual contains an overview of Synod's values, employment policies and the performance behaviours expected of you as an employee. We believe you have a right to know what is expected of you, as well as what you may expect from your colleagues. We invite you to use this manual as a tool that provides you with useful information about your work environment.

These policies and practices are guidelines that help our organization function in a fair and equitable manner. These policies are subject to change, and occasionally Synod may deem exceptions to these policies as necessary. Synod will be expected to justify these exceptions.

You will find that this manual contains answers to many of the questions you may have while working for Synod. If you cannot find the answer to a question, please speak with the Convener of the Personnel Committee.

The Personnel Committee will be pleased to help you with any needs or concerns.

## ***Definitions***

- ❖ ***Convener*** means the Convener of the Personnel Committee as appointed from time to time by Synod.
- ❖ ***Employees*** include any and all people employed by the Synod.
- ❖ ***Personnel Committee*** means the Committee appointed by Synod to oversee hiring and supervision of Synod employees.
- ❖ ***Support Team*** means a group of three persons chosen by employees to provide support to them in times of need (see page 12)
- ❖ ***Synod*** means the Synod of the Atlantic Provinces, the Presbyterian Church in Canada.
- ❖ ***Synod Council*** means the committee appointed by Synod to act as the administrative body of Synod.

## *Our Values and Principles*

Relying on the power of the Holy Spirit, we proclaim the love and good news of Jesus Christ through our words and actions.

As a Reformed and Reforming church, we rely on the truth and inspiration of Scriptures for God's guidance into the future - a future that we approach with wonder and anticipation, knowing God is with us.

As worshipping communities who joyfully celebrate the sacraments, we are supported, strengthened and equipped to share the love of God revealed in Jesus Christ

### *Core Values & Guidelines*

These policies and guidelines have been developed in conjunction with our values. Shared values are the foundation of Synod's human resource policies and guidelines. The way we put these values into practice reflects our culture. Our policies help foster actions that are consistent with our shared values; one based on quality and service. We recognize the following as core values:

#### ❖ Focus

Our number one priority is those we serve. We build strong relationships with those we serve by meeting or exceeding expectations. We strive for excellence in helping our people achieve their goals.

#### ❖ Integrity

We will seek to maintain the trust and respect of each other and those we serve by acting with honesty and integrity in all that we do.

#### ❖ Communication

We are committed to honest and open two-way communication between ourselves and with those we serve by maintaining an environment that fosters the exchange of information and ideas.

#### ❖ Communications

The ultimate responsibilities for official communications rest with Synod. All employees are responsible for contributing to the process and for ensuring messages are accurate, consistent and communicated in a timely manner to both internal and external audiences.

The Moderator and Clerk are the official spokespersons for the Synod. Other employees, coordinated through the Synod Clerk, may be asked to speak to the media when the usual spokesperson is unavailable or when a greater level of detail is required.

#### ❖ Teamwork

We believe teamwork is the spirit of cooperation among ourselves and with those we serve. Everyone's contribution is valuable to Synod's success.

❖ Personal Development

We encourage and support personal growth through challenging work and educational opportunities.

❖ Recognition

We recognize and appreciate each other for our faith, commitment, enthusiasm and achievement.

❖ Accountability

We are accountable for upholding our values to each other, to those we serve and our communities. We take responsibility for our choices and actions in achieving results. Synod Employees are accountable to the Synod through the Personnel Committee.

❖ Safety

The Synod is committed to providing a healthy and safe work environment to prevent occupational illness and injury. We will comply with acceptable practices and pertinent legislative requirements outlined in the various provincial Occupational Health and Safety Acts, and are committed to ensuring that the requirements under the “Leading With Care Policy” are followed and enforced, no exceptions. *The policy is found under PCC documents at [www.presbyterian.ca/](http://www.presbyterian.ca/)*

❖ Confidentiality

Synod employees are committed to maintaining discretion and confidentiality when working with employees and those we serve.

It is essential that all employees recognize the importance of maintaining work-related confidentiality and ensure it becomes a common practice both within and away from the workplace. It is essential that you do not distribute, discuss or disclose information identified as confidential without the knowledge and approval of the originator.

Synod employees are required to report, to the applicable persons/ agencies, any cases of abuse or suspected abuse.

❖ Harassment

Synod believes in providing all employees protection against employment-related harassment within or away from the workplace.

Harassment occurs when an employee or those we serve are treated in a different manner because of that person’s race, creed, colour, gender, age, ethnic or national origin, religion, physical/mental disability, sexual orientation, family status, marital status or political beliefs. Such behaviour occurs in many forms.

Sexually harassing behaviour includes sexual or gender-based conduct that creates a negative work environment for any individual within the Synod. Any sexual misconduct, whether physical, verbal or by innuendo, to any other Synod employee, or those served by our employee is unacceptable. All employees are responsible for fostering a productive work environment free of harassing behaviour.

Synod deems any behaviour that constitutes harassment as unacceptable and such behaviour will be dealt with on an individual basis. All complaints made to the Personnel Committee will be treated seriously, confidentially and immediately. Should you experience offensive or harassing behaviour, you have the right to voice your disapproval immediately to the Convener of the Personnel Committee.

Please refer to “Sexual Abuse and Harassment Policy” as found under PCC Documents - [www.presbyterian.ca/](http://www.presbyterian.ca/)

## ***Our Commitment to Employees and Vocational Development***

### *Equal Employment Opportunity*

***Equal Employment Opportunity*** means ensuring all job applicants and employees are treated fairly and equitably. It means no person is denied employment opportunities or benefits for reasons unrelated to the individual's ability to carry out the responsibilities of the position.

Synod believes in promoting equality by providing equal employment opportunities for all qualified individuals regardless of race, colour, gender, age, ethnic or national origin, physical/mental disability, sexual orientation, family status, marital status or political beliefs.

*We will:*

- ❖ Ensure human resource decisions (recruiting, selection, training and development, promotion, pay, and compensation benefits) are based solely on valid criteria.
- ❖ Make a reasonable attempt to accommodate members of designated groups (women, aboriginal peoples, persons with disabilities and visible minorities) so everyone is treated fairly in the course of applying and competing for employment opportunities at Synod.

### *Employees*

It is our intention to employ the best person for each position.

We work to ensure our recruiting practices are fair and do not exclude any groups. Our employment function takes into account our values, policy, employment equity, position requirements and core competencies.

### *Employee Classifications*

Employee classifications have been established to determine eligibility for benefits:

- ❖ Regular full-time: Receive yearly salary and a complete benefit package.
- ❖ Regular part time: Receive an hourly rate of pay. They receive study leave and vacation but do not have access to the benefit plans.
- ❖ Casual: Receive hourly pay rate and no benefit package, with 4% vacation pay for a specified period of time.
- ❖ Contract: Receive salary, working for a specified period of time, often for one project. Benefit packages vary with individual contracts.

## *Compensation and Performance Appraisal*

### ❖ Pay

Synod ensures all employees are paid equitably and fairly. Upon your hire and through the course of employment, your compensation will be determined by the position classification and factors such as your experience, skills, knowledge, ability and job performance.

Employees will be paid monthly at the beginning of the month.

Payroll is by Direct Deposit only and employees must forward a void blank cheque to the Synod Treasurer upon hire as an employee.

Casual and Part-time employees must record the number of hours worked each week.

All employees contribute to the Canadian Pension Plan, Employment Insurance, and Income Tax by payroll deduction. Monthly premium costs of any cost shared / employee paid benefits are also deducted from your pay on a monthly basis.

### ❖ Performance Appraisal

Employees will be supervised, and have their performances evaluated by the Personnel committee of Synod, and will report to Synod Council through that committee.

All employees are part of a Performance Appraisal, which involves setting goals, working towards those goals, and being evaluated on their progress and growth. Full time employees are expected to set goals based on the ministry description for the position held at the beginning of each year, in consultation with the committee. Employees are to report 2/3 times a year on their progress at attaining these goals.

Formal evaluations will be performed on all employees, regardless of employment status, at least once per calendar year. Employees hired within three months of the formal process will undergo an informal discussion with the Convener at the time of objective setting for the following year. Full time employees will be evaluated according to how well they have met their goals for that year.

Performance data is regarded as an integral part of an employee's record. Evaluations are confidential and access is restricted to employees, and the Convener or designate. It may be deemed necessary to report to Council and/or Synod the overall evaluation rating received by employees.

Employees and the Convener or designate will also identify coaching opportunities that are appropriate for vocational development and achieving employees' performance goals. The coaching function involves planning opportunities in an employees' work environment that will enhance their strengths or potential.



❖ Appeal Process / Complaint Process

Employees who perceive they have not been treated equitably can appeal to the Personnel Committee who will review the issue and seek a resolution. Failing resolution the Personnel Committee will discuss the issue with the Synod Council. Alternative means of dispute resolution such as mediation may be an acceptable course of action.

❖ Unsatisfactory Performance

Unsatisfactory performance will be dealt with at performance review time, and on a continual basis throughout the year. This allows for situations to be clarified on a timely basis and gives employees an opportunity to work towards rectifying the situation. The Convener or designate has an obligation to inform employees of non-performance and offer assistance in corrective action.

❖ Resignation / Dismissal

We realize situations occur in which employees wish to pursue other opportunities. If you decide to terminate your employment with Synod, the Convener and Clerk of Synod must have received your letter of resignation at least one month prior to your last working day.

In certain situations an employee's behaviour may be considered inappropriate or their performance may not meet acceptable standards. During such times, the employee and the Personnel Committee will work through various stages towards corrective action. Employees will receive payment for any earned, but unused vacation remaining at the time of termination with their last regular pay cheque.

If an employee has taken vacation that has not yet been earned, the employee will be expected to compensate Synod for the time. Please remember vacation entitlement is earned on a monthly basis each fixed year and must be prorated upon termination. Employees are expected to repay the Synod for any advanced pay that has been received but not earned.

## ***Our Work Environment***

### *Hours of Work*

Your work schedule will be determined between you and the Convener or his/her designate and/or the Camp Geddie Committee in the case of the Camping and Youth Consultant. The schedule will be a balance between providing people with the best possible service and meeting your needs.

As a regular full - time employee your official work week is 45 hours. Occasionally you may find it necessary to work overtime. No compensation is made for such occasional overtime.

### *Travel and Living Guidelines*

Housing Allowance. Eligible employees will have this allowance included in their salary package. The amount of this allowance will be determined by Synod Council in accordance with national guidelines.

Travel Allowance - Eligible employees will have this allowance included in their salary package. This allowance is to be used to cover travel expenses incurred in the performance of your job. Those employees not entitled to the travel allowance will be reimbursed at a per kilometer rate as set from time to time by Synod. Employees are encouraged to check with the Synod Treasurer to determine the current rate.

### *Expenses*

It may be necessary for employees to purchase items to enable them to perform their duties. Receipts are required for reimbursement within their allotted budget.

## ***Our Commitment to Life Long Learning***

### *Vocational Development*

Synod supports and encourages your professional development by offering leave of two weeks plus \$600.00 per year to be used for personal and professional development. Study leave entitlements and funds may be accumulated for up to five (5) years, with 50% of the provided annual funds eligible to be used for the purchase of associated books and materials.

## ***Our Benefit Package***

For detailed information about all employee benefits, please visit our national church office internet site at [www.presbyterian.ca](http://www.presbyterian.ca).

NOTE: Ordained and non-ordained employees will be entitled to benefits as determined by the PCC: Ordained ministers - Category 1, Diaconal ministers and lay missionaries with special training- Category 2, Lay missionaries - Category 3.

### *Health and Dental*

Synod is proud to offer a fair benefit package to provide financial security and health benefits to our employees and their families. Full-time, regular employees who are ordained must agree to join our Corporate Benefits Program and make contributions by way of salary deductions. This program includes a comprehensive medical and dental plan. Non-ordained employees may apply for acceptance into this program. For further details please refer to the Group Benefits Booklet for Professional Church Workers on the PCC web site, Pension and Benefits section

### *Pensions*

Ordained, regular status employees are required to participate in the PCC pension Plan. Non-Ordained employees may elect to apply for admission to the pension plan. For further details please refer to the Pension Plan Constitution and Your Pension Plan on the PCC web site, Pension and Benefits section

### *Benefit Deductions*

Costs of benefits vary from year to year. For further details please refer to the Group Benefits Booklet for Professional Church Workers on the PCC web site, Pension and Benefits section.

### *Vacation Leave*

Vacation for full time staff is five weeks per year, consistent with PCC's policy for full time church workers. Vacation is earned and accumulated on a monthly basis from January 1 to December 31 in the given year. Vacations are pro-rated for new employees depending on the starting date during the calendar year. Conversely, vacations are pro-rated upon termination depending on the termination date during the calendar year.

Vacation schedules must be discussed with the Convener or designate as early as possible. Vacation leave must be approved by the Convener or designate. No vacation will be permitted if it interferes with the duties of the position, e.g. the summer camp season.

Vacation is normally taken in the year it is accrued. Employees may carry over up to five vacation days to the following year. Requests for carry over must be submitted in writing and this vacation must be used within the following year.\*

Vacation benefits do not accrue while employees are on a Leave of Absence.

Employees may request five days vacation in advance from their entitlement in the following year, pending the approval of the Convener or designate.

Should it be necessary to recall an employee from vacation, the employee will be reimbursed for travel expenses and the period lost will be reinstated.

Upon separation from Synod, employees will either be compensated for outstanding vacation or expected to compensate Synod for any vacation taken which was not yet earned.

#### *Sick Leave*

Regular full-time employees are eligible for up to 5 days paid sick leave per year. Employees may be asked to provide proof of illness for sick leave.

In the first year of service with Synod, sick leave entitlement is prorated in accordance with the number of months of service accumulated.

#### *Special Leave*

##### ❖ Bereavement

Employees are entitled to up to five consecutive working days with pay in the event of a death in your immediate family. This includes father, mother, brother, sister, spouse, child, stepchild or ward, father-in-law, mother-in-law or any other relative or individual with whom you may live.

Up to one day leave with pay is granted to attend the funeral of a grandparent, son- or daughter-in-law, sister- or brother-in-law or grandchild.

##### ❖ Maternity Leave

Regular full-time employees who have been working at Synod for at least one year are eligible for 17 weeks maternity leave. For further details please refer to the Maternity and Parental Leave Policy on the PCC web site, Pension and Benefits section.

##### ❖ Parental Leave

Regular full-time employees who have been working with Synod for at least one year are eligible for parental leave of up to 35 weeks without pay within 12 months of a child's birth. Parental leave should be requested eight weeks in advance.

In the case of parental leave for the mother, employees should apply when they apply for maternity leave. For further details please refer to the Maternity and Parental Leave Policy on the PCC web site, Pension and Benefits section.

❖ Adoption

Regular full-time employees who have been working with Synod more than one year are eligible for adoption leave without pay for 52 weeks. While on adoption leave, employees will continue to receive medical, extended health, group life insurance and other employee benefits. However, vacation leave and study leave will not accrue during this time. Upon return to work following a leave of absence employees will be reinstated in the job they left or in a similar position, with no loss of benefits or pay.

❖ Exceptions in Granting Special Leave

Special leave may be granted with or without pay for up to five days and special leave without pay for up to 15 days for employees. Application must be made in writing to the Convener or designate.

❖ Personal Leave

Employees may receive time off with pay for medical and dental appointments. However, employees are encouraged to arrange appointments so they interfere as little as possible with work.

Employees are entitled to four consecutive hours to vote during a federal election, and three consecutive hours to vote for a provincial election.

In a case where circumstances require an employee to lose time at work, they should consult with the Convener or designate to decide if and how the time will be made up.

❖ Absence from Work

Employees absent from work without permission for ten consecutive days will be considered to have resigned as of their first day of absence. Employees who can justify that the absence was beyond their control and that it was not possible to notify the Convener may be reinstated.

*Employee Assistance Program (EAP)*

The Employee Assistance Program (EAP) of The Presbyterian Church in Canada (PCC) will provide eligible PCC employees and their immediate families with access to confidential assessment, counselling, referral and information services. To qualify as an EAP plan member, you must be enrolled in the church's health and dental plan.

### *Support Teams*

Each full time / contract employee is required to have in place a support team within three (3) months of the beginning of their employment with Synod. An employee is encouraged to select their support team members, however assistance is available from the Personnel Committee with the appointment of the support team. This team will consist of a minimum of three (3) people with one being from the Presbytery in which the employee resides. One member should be from the team of volunteers that work with the employee, and one other. At least one member must be clergy. The employee is responsible for choosing the team, keeping in mind accessibility to attend meetings, and organizing regular meetings with the team. The Team should meet at least six (6) times a year. The Support team will provide encouragement, guidance and assistance in a confidential manner directly to the employee. It is not the duty of the support team to manage the employee or their job performance.

### *Statutory Holidays*

Full-time regular employees are eligible for holidays on the following days:

<i>New Year's</i>	<i>Labour Day</i>
<i>February's Family Day</i>	<i>Thanksgiving Day</i>
<i>Good Friday</i>	<i>Remembrance Day</i>
<i>Victoria Day</i>	<i>Christmas Day</i>
<i>Canada Day</i>	<i>Boxing Day</i>
<i>Easter Monday</i>	

Employees required to work on a statutory holiday will be entitled to take another day off.

Casual employees qualify for the paid holiday if they work on the day preceding and the day following the holiday. If the holiday falls within an employee's vacation period it will not be counted as a vacation day.

Other holidays will be observed as proclaimed by the federal or provincial government, in which the employee resides, or as declared by Synod.

*Appendix A*

**GOALS & PERFORMANCE APPRAISAL**

**Camping and Youth Consultant -**

Final assessment of goals will be assessed in the Fall when a new set of goals will be set. A mid-year report on goals will occur in the Spring.

NAME:  
(OCT – OCT)

YEAR:

<i>Goals Set based on Ministry Description</i>	<i>Report on achievement of Goals</i>
<b>Camping Goals as Executive Director</b>	
<i>Committee's Comments:</i>	<i>Committee's Assessment:</i>
<b>Promoting Camping ministry to the Synod</b>	
<i>Committee's Comments:</i>	<i>Committee's Assessment:</i>
<b>Training for Youth Leaders</b>	
<i>Committee's Comments:</i>	<i>Committee's Assessment:</i>
<b>Synod/Presbytery Youth Events</b>	
<i>Committee's Comments:</i>	<i>Committee's Assessment:</i>
<b>Be a resource person to Camp Keir and Camp MacLeod for equipping, support and training</b>	

<i>Committee's Comments:</i>	<i>Committee's Assessment:</i>
<b>To foster a relationship among the camps within the Synod</b>	
<i>Committee's Comments:</i>	<i>Committee's Assessment:</i>
<b>Foster and Maintain communication with youth and parents</b>	
<i>Committee's Comments:</i>	<i>Committee's Assessment:</i>
<b>Training/Educational Goals</b>	
<i>Committee's Comments:</i>	<i>Committee's Assessment:</i>
General Comments from the committee:	
Convenor's Signature:	Date:
Consultant's remarks:	

### ***Description of Assessment Ratings***

***Unsatisfactory (U/S)*** - does not meet essential requirements of position

***Satisfactory (S)*** - Meets most of the essential requirements of the position and is expected to satisfy all these requirements within a reasonable period.

***Fully Satisfactory (F/S)*** - meets all the requirement of the position.

***Exceeds Position Requirements (EPR)*** - performs above expectations for the position