

## Personnel Administration

### I. Staff Member Discipline

- A. The pastors will try to resolve any discipline problems that arise (note the church's constitution provides for disciplining pastors).
- B. If the pastors are unable to resolve the disciplinary problem the following steps will be followed:
  1. The Personnel Committee will review the disciplinary problem. A written response from the committee will be given with specific recommendations.
  2. If recommendations are not followed, the Personnel Committee may give a one (1) day suspension.
  3. A three (3) day suspension may be given if disciplinary problems continue.
  4. If disciplinary problems continue to exist and the previous steps have been followed the final step will be job termination.
  5. There is no obligation to follow steps #2, #3 and #4 if circumstances warrant.

### II. Job Termination

The following may serve as reason for job termination:

- A. Reorganization (or retrenchment).
- B. Theft.
- C. Abuse of drugs or alcohol.
- D. Sexual harassment.
- E. Excessive tardiness and/or absenteeism.
- F. Unsatisfactory job performance.

### III. Personal and Professional Support

- A. Mutual Ministry teams will provide support for Pastors, Minister of Music, Youth Minister and Diaconal Minister of Health.
- B. The immediate supervisor or the Personnel Committee will conduct semi-annual performance analyses. The resulting reports will be confidential, only to be viewed by the employee, the supervisor, pastor, or Personnel Committee. A copy of each report signed by both the supervisor and staff member will be included in the employee file.
- C. The Personnel Committee serves in an advisory capacity.
- D. Semi-annual performance analyses for Pastors and the Minister of Music will be conducted by members of the Personnel Committee.
- E. Staff members may request the intervention of the Personnel Committee in conflict resolution. If a performance analysis results in disagreement between the supervisor and the staff member, the following steps will be followed:
  1. A Pastor will be consulted
  2. If a resolution is not forthcoming, the staff member must put his/her concern in writing and consult with the Personnel Committee.