

**PERSONNEL POLICIES OF THE VIRLINA DISTRICT BOARD -  
CHURCH OF THE BRETHREN, INC.**

**I. SCOPE OF THESE POLICIES:**

These personnel policies apply to all employees of the Virlina District Board - Church of the Brethren, Inc. (the "District") including office personnel and Camp Bethel personnel. These policies govern employment practices, policies, and expected conduct. Employees are individually responsible for understanding and adhering to these policies and procedures and to the duties outlined in their respective position descriptions.

These personnel policies shall apply except when the record of agreement indicates otherwise, as approved by the District Board.

The District Board reserves the right to make any changes in policies or benefits it deems necessary or appropriate at any time. If and when provisions are changed, employees will be given updated personnel policies.

Camp Bethel employees seeking clarification of the personnel policies or a position description should contact the Camp Director. All other employees should contact the District Executive.

All leave policies, such as vacation, sick, emergency, and maternity leave, only apply to regular full-time or exempt employees. Regular Part-time employees are covered by the holiday policy only.

**II. RESPONSIBILITY FOR EMPLOYMENT AND SUPERVISION:**

A. The District Executive and the Associate District Executive shall be employed by the Virlina District Board - Church of the Brethren, Inc., as directed by district conference, in consultation with the Church of the Brethren Office of Ministry. The contractual agreement for the District Executives shall be negotiated with consideration given to policies and practices recommended by the Annual Conference of the Church of the Brethren or the Mission and Ministry Board of the Church of the Brethren. The District Executives are directly responsible to the District Board Executive Committee.

B. Camp Director. The Camp Director shall be employed by the Virlina District Board -- Church of the Brethren, Inc. upon the recommendation of the Outdoor Ministries Committee (OMC). The Camp Director shall be directly responsible to the Outdoor Ministries Committee.

C. Camp Employees. Employees of the District Board whose primary work is at Camp Bethel shall be employed by the Camp Director in consultation with the OMC. Such employees are responsible first to their immediate supervisor and then to the Camp Director.

D. District Office Employees. The Coordinator of Financial Services, Secretary/Receptionist, Custodian and any other employees whose primary work pertains to the general district program shall be employed by the District Executive. Such employment shall be guided by policies of the District Board and/or Executive Committee. These employees are directly responsible to the District Executive.

E. Employee Files. All personnel files and payroll records shall be housed at the Virlina District Office.

### **III. GENERAL:**

A. Application. An applicant for any regular position shall fill out an application form or provide a resume, including references, and shall engage in such work performance tests as are determined necessary by the management representative responsible for the position being filled.

B. Family. No two members of the same family will be employed on any level, except for Camp summer staff with the consent of the Camp Director. Family members are defined as follows: parent/child, sibling, husband/wife or any other first order relationship or combination including blended families.

C. Regular and Temporary Employees. Regular employees are persons who work on a continuous basis, either full time or part time. Temporary employees are those called in for special needs who do not work on a continual basis.

D. Full Time Employees. Only those regular employees who normally work more than 32 hours per week shall be considered full time employees. Regular Employees normally working less than 32 hours per week on average throughout the year shall be considered part time employees. All exempt employees shall have an average work week of 45- hours except as otherwise modified in position descriptions approved by the District Board Executive Committee. Exempt employees are those with managerial responsibilities including the following: District Executive, Associate District Executive, Camp Director, Assistant Camp Director, Maintenance Manager, and Food Services Director.

E. Outside Employment. No full time employee shall have any other regular outside employment except by written consent of the management representative to whom the employee is responsible. In the case of the District Executive, Associate District Executive and Camp Director this consent shall be obtained from the Executive Committee of the District Board. Irregular or special occasion employment is permitted.

F. Harassment. The District expressly prohibits any form of offensive behavior or behavior that interferes with the ability of any employee to perform his or her job duties. The District prohibits any form of sexual, racial or ethnic harassment of employees and co-workers. Any Camp employee who believes that he or she has been the subject of such harassment should report the conduct to the Camp Director. If the Camp Director is

involved, the harassment should be reported to the District Executive associated with the OMC. Any other employee who believes that he or she has been the subject of such harassment should report the conduct to the District Executive. If the District Executive is involved, the harassment should be reported to the District Board Executive Committee.

G. Ministry. Each employee of the Virginia District Board - Church of the Brethren, Inc. is considered a minister regardless of formal ministerial status or denominational affiliation. Every individual contact made by every individual employee is a reflection upon the mission and ministry of the district, the component congregations and the denomination. All employees will, therefore, manifest a Christ-like spirit, attitude, demeanor and lifestyle in the performance of their duties regardless of location and/or circumstance.

#### **IV. POSITION DESCRIPTION AND RECORD OF AGREEMENT:**

A. A position description shall be developed for each position, describing the responsibilities of the employee. An appropriate record of agreement shall be negotiated and signed by the employee and the representative of the District designated in Article II, above, unless otherwise designated by the District Board.

Unless otherwise indicated, the records of agreement will be written for an indefinite tenure.

B. Probationary Period: Except in cases where the record of agreement provides otherwise, all employees shall have a three month probationary period at the beginning of employment. Upon completion of the three month period, the supervisor shall evaluate the progress of the employee (in writing) and decide employment status. The initial three month period shall count toward total tenure. Probationary employees are not eligible for paid leave.

#### **V. COMPENSATION:**

There shall be a mutual understanding documented in writing of the beginning compensation and benefits for each employee.

Annual Compensation and Performance Review. An annual review of the record of agreement, and specific performance objectives established in advance for the review period including the review of compensation and performance, shall be provided as follows:

District Executives - District Board Executive Committee  
District Office Staff - District Executive  
Camp Director - Outdoor Ministries Committee  
Camp Staff - Camp Director

Review shall occur in time for changes to be included in budgets for the year ahead. Compensation changes will normally go into effect on the following January 1. Cost of living changes, while not automatic, will be taken into account in the review of compensation.

**VI. OTHER BENEFITS:**

A. Group Life and Medical Insurance. The District Executives, the Secretary/Receptionist, Camp Director, Assistant Camp Director, Maintenance Manager, and Food Services Director are eligible for group life, long term disability and medical insurance. Premiums shall be paid by the District and the employee as determined by the group plan.

B. Pension Plan. The District Executives are included in the Brethren pension fund but not in employer-shared Social Security and Medicare coverage unless otherwise negotiated. Other employees may be included in the pension plan as determined under the terms of the plan as amended from time to time by the District Board.

C. All will be included in employer-shared Social Security and Medicare with the exception of those persons who are licensed or ordained ministers serving subject to self-employment tax.

Housing provided for Camp Bethel staff, unless specifically required by job duties, will be subject to Social Security and Medicare taxation according to law. Unemployment insurance is not provided for any employee of a faith-based organization.

D. Time off from work is provided as follows:

1. Vacation. Vacation with pay will be stated in the record of agreement. Non-probationary regular full-time employees, except those whose written agreements indicate otherwise, are entitled to vacation time according to the following schedule:

Camp Bethel Vacation (Based upon a six-day workweek)

|                 |                     |
|-----------------|---------------------|
| After Probation | 2 weeks (12 days)   |
| After 3 years   | 2.5 weeks (15 days) |
| After 5 years   | 3 weeks (18 days)   |
| After 7 years   | 3.5 weeks (21 days) |
| After 10 years  | 4 weeks (24 days)   |
| After 12 years  | 4.5 weeks (27 days) |
| After 15 years  | 5 weeks (30 days)   |

District Staff Vacation (Based upon a five-day workweek)

|                 |                     |
|-----------------|---------------------|
| After Probation | 2 weeks (10 days)   |
| After 3 years   | 2.5 weeks (13 days) |
| After 5 years   | 3 weeks (15 days)   |

|                |                     |
|----------------|---------------------|
| After 7 years  | 3.5 weeks (18 days) |
| After 10 years | 4 weeks (20 days)   |
| After 12 years | 4.5 weeks (23 days) |
| After 15 years | 5 weeks (25 days)   |

For employees hired after January 1, 1997, the anniversary year for vacation purposes shall begin on the date of employment. Employees hired prior to that date shall use the calendar year.

Vacation pay for hourly, non-exempt employees shall be based upon the average number of hours worked by the employee for the quarter year immediately preceding the time in which the vacation is taken. Vacation pay of exempt employees shall be based upon the employee's yearly salary, using a 52-week year.

Vacation requests for camp employees should be submitted at least a month in advance to the Camp Director. ***All vacations for camp employees shall be approved by the Camp Director. Vacation for the Camp Director shall be approved by OMC Executive Committee. Camp employees shall not receive vacation between Memorial Day and Labor Day unless approved as an exception by the Camp Director.***

Vacation requests for District Resource Center employees should be submitted at least a month in advance to the District Executive. All vacations for district office employees shall be approved by the District Executive. Vacation for the District Executives is to be approved by the District Board Executive Committee. In the case of the District Executives and the District Resource Center staff, it is considered best that vacations do not occur at the same time. ***No vacation time shall be granted during the period from October 1<sup>st</sup> until November 15<sup>th</sup> unless approved as an exception by the District Executive.***

Vacation time may not be taken before earned. Vacation time does not accumulate beyond the current year, unless by mutual agreement between supervisor and employee with the written consent of the District Board Executive Committee.

Each employee shall be compensated for any remaining vacation days at the end of employment.

2. Sick Leave. Leave with pay due to injury or illness is accrued at the rate of eight hours (or one day) per month. Sick leave shall not accumulate beyond 45 days. Records pertaining to sick leave shall be maintained at the district office and shall be available for management review.

Vacation leave may be used for additional sick leave if necessary. No compensation is given for sick days remaining at the end of employment.

3. Bereavement Leave. Up to four work days with compensation may be granted for a death in the immediate family. Immediate family includes parents, step-parents, parents-in-law, spouse, children, step-children, siblings, grandparents, or grandchildren. One work day may be granted with compensation for the death of another relative. In each case the time permitted will be at the discretion of management.

4. Inclement Weather. No provision is made for payment to hourly employees for days off due to weather conditions. However, vacation days may be used if desired. Days lost due to weather may be made up at times agreeable to employee and employer if vacation days are not taken.

Local or national emergencies affecting staff shall be dealt with on an individual basis by the Camp Director or the District Executive, as appropriate. Whenever the camp is closed upon authority of the Camp Director, or, with respect to the District Office, upon the authority of the District Executive, compensation shall be decided by the District Board Executive Committee. For other unforeseen emergencies or situations, a Camp employee may negotiate leave without pay with the Camp Director and other employees with the District Executive.

5. Leave Without Pay. Leave without pay must be approved in advance by the Camp Director for camp employees or by the District Executive for other employees.

6. Holidays With Pay. All regular full-time employees are granted the following holidays with pay: New Years Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve Day and Christmas Day.

Normally, if the holiday is on Saturday, the preceding Friday will be taken off; if on Sunday, the following Monday will be taken off.

The Camp Director will work with Camp staff to determine if the camp schedule requires an employee to work a designated holiday. If work on a designated holiday is necessary, an employee may choose another day off in lieu of the holiday within a six-month period, with approval by the employee's supervisor.

Regular part-time employees will be paid for half the hours normally scheduled to work on a given holiday.

The District Office may be closed, according to the discretion of the District Executive, between Christmas and New Year's Day and during Annual

Conference week. Time off during these periods shall be taken as vacation time or time off without pay.

7. Jury Service. In the event of jury duty, the person serving shall be paid the actual amount that would be earned in a normal day at their work location, less the amount paid by the court, disregarding travel and parking.

8. Maternity/Paternity Leave. Each employee is granted six weeks maternity/paternity leave for an adopted or birth baby. The employee may use accumulated paid sick leave, paid vacation leave, or leave without pay.

9. Professional Growth. Professional growth time not to exceed one week, in addition to all other forms of leave, shall be granted the District Executive, the Associate District Executive, and the Camp Director unless otherwise modified by job description or contract.

- A. Mileage Reimbursement. All work related mileage shall be reimbursed at the standard rate set annually by the Internal Revenue Service.

**VII. TERMINATION PROCEDURES:**

Voluntary termination by an employee may be initiated verbally or in writing at any time. Unless otherwise provided for in a written agreement, two weeks notice is preferred.

The involuntary termination of any employee of the Virlina District Board - Church of the Brethren; requires the approval of the District Board Executive Committee following appropriate investigation and consultation with the District Executive. Employees may be placed on unpaid leave pending completion of the aforementioned investigation.

**VIII. GRIEVANCE AND DISCIPLINARY PROCEDURES**

1. Grievance Procedure: In the event an employee has concerns or grievances, the employee shall discuss the concerns or grievances with the employee's supervisor. Any concern which cannot be adequately handled by the employee and the employee's supervisor shall be pursued in sequential order as follows: 1) a written statement by a camp employee to the Camp Director and by other employees to the District Executive, 2) a written appeal by a camp employee to the Executive Committee of the OMC and by other employees to the District Board Executive Committee.

2. Disciplinary action concerning any camp employee shall be initiated by the Camp Director in consultation with the OMC Executive Committee and the Virlina District Board Executive Committee or where concerning any other employee by the District Executive in consultation with the District Board Executive Committee. Situations involving sexual misconduct, theft or financial malfeasance may result in immediate termination. Other employee misconduct including insubordination, inadequate quality or quantity of work, disclosure of confidential or privileged information, failure to follow established procedures and channels, and/or any other unprofessional conduct may result in termination. Disciplinary action shall be proportional to offense and may include any appropriate action ranging from an oral warning, a written warning, suspension or termination. All disciplinary actions shall be documented by the Camp Director and/or District Executive. Records shall be filed by the District Executive with such attorney as is retained by the Virlina District Board - Church of the Brethren, Inc.

**IX. REVIEW OF POLICIES:**

These personnel policies may be reviewed or revised by the District Board Executive Committee at will and without prior notice. These policies shall become effective upon adoption by the Virlina District Board - Church of the Brethren, Inc. and shall supercede, replace and render null and void any preceding policies of said corporation.

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