

# **SUGGESTED CHANGES TO VIRLINA DISTRICT PERSONNEL POLICIES**

## **PAGE 1 Scope of These Policies**

### **Current:**

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

### **Proposed:**

All leave policies, such as vacation, sick, emergency, maternity/paternity leave, only apply to regular fulltime or exempt employees. Regular part-time employees are covered by holiday policy only.

## **Page 1 II Responsibility for Employment and Supervision**

### **Current:**

A. The District Executive and Associate District Executive shall be employed by the Virlina District Board....

### **Proposed:**

Change District Executive to District Executive Minister  
Change Associate District Executive to Director of District Conference, Nurture, and Witness. **\*\*Note:** Change all places in the document.

## **Page 2 E**

### **Current:**

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

### **Proposed:**

E. Employee Files. All personnel files and payroll records shall be housed at the Virlina District Resource Center. Upon request to the District Executive Minister, a current employee may review their personnel file in the presence of a district employee.

## **Page 2 III B General**

**Current:**

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.

**Proposed:**

Applicants may be employed in compliance with the State of Virginia conflict of interest guidelines. The guidelines provide that there cannot be direct supervision of a relative or the supervisor cannot promote or recommend a salary increase for a relative.

**Page 2 III E**

**Current:**

E. Outside Employment. No fulltime employee shall have any other regular outside employment except by written consent of the management representative to whom the employee is responsible.

**Proposed:**

It is best to eliminate this section altogether. the employer cannot control the time of an employee when they are not being paid.

**Page 2 III F**

**Current:**

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 coworkers. 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.

**Proposed:**

F. Harassment. The District expressly prohibits any form of offensive behavior or behavior that interferes with the ability of any employee to perform their job duties The District prohibits any form of discrimination or harassment based on race, color, religion, national origin, sex, age, disability, veteran's status, genetic information, sexual orientation, gender identity or any other characteristic protected by law. The District will not tolerate discrimination or harassment in violation of this policy or federal or Virginia

law. 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 Minister. Other employees should report harassment to the District Executive Minister. If the District Executive Minister is involved, the harassment should be reported to the District Board Executive Committee. All complaints need to be in writing, signed and dated.

### **Page 3 IV B Position Description Record and Agreement**

#### **Current:**

**B. Probationary Period:** Except in cases where the record of agreement provides otherwise, all employees have a three-month probationary period at the beginning of employment.

#### **Proposed:**

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 probationary period, the supervisor shall evaluate the progress of the employee (in writing) and decide employment status. Probationary period employees are not eligible for paid leave.

### **Page 4 VI D - 1 Other Benefits**

#### **Current - Annual Leave**

After 1st year	One (1) week vacation
After 2nd year	Two weeks vacation
After 6th year	Three weeks vacation
After 12th year	Four weeks vacation
After 15th year	Five weeks vacation

#### **Proposed - Annual Leave**

After probationary period	3 days
After 1st year	1 week (5 days)
After 2nd year	2 weeks (10 days)
After 5th year	3 weeks (15 days)
After 10th year	4 weeks (20 days)
After 15th year	5 weeks (25 days)

#### **Current: Paragraph 4**

Vacation requests for camp employees should be submitted at least a month in advance to the Camp Director.

**Proposed:**

Vacation requests for all employees should be submitted with a minimum of one week in advance, if possible. Vacation may be taken in days or hours but, leave is recorded in days. When leave is approved in hours, the supervisor will accumulate the hours and report as days.

**Current Page 5 Paragraph 2 & 3**

**Current:**

Vacation time must be taken in one-week blocks of time unless approved as an exception by the respective location supervisor.

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

**Proposed:**

Delete these two sentences, since it is already addressed.

**Page 5 VI D - 2 Paragraph 2**

**Current:**

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

**Proposed:**

Vacation leave may be used for additional sick leave if necessary, Employees will be compensated at one-half (1/2) their daily pay rate for any unused vacation leave days remaining at separation up to 25 days.

**Page 6 VI 6 Paragraph 5**

**Current:**

6. The District Office may be closed, according to the discretion of the District Executive, between Christmas and New Years' Day and during Annual Conference

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

**Proposed:**

The Virlina District Resource Center is open for business (5) days per week during the calendar year unless an approved holiday falls on a work day. Eligible employees may take leave during this period. Note: The VDRC will not be closed for Annual Conference and the two weeks at Christmas.

**Page 6 VII Termination Procedures**

**New Statement:**

**Layoff:**

The Virlina District Executive Minister with the approval of the Virlina District Board may layoff an employee(s) when it becomes necessary to implement cost cutting measures or when there is insufficient work to sustain the position. All affected employees will be notified in writing and given two weeks notice by the District Executive Minister. Any employee laid off will be considered for re-employment when positions become available.

**Furlough:**

The Virlina District Executive Minister with the approval of the Virlina District Board may furlough an employee(s) when it becomes necessary due to insufficient work or lack of funding for the position. This can result in time off from work or reduced hours of employment. Furloughed employees are still considered an employee and can return to the vacant position when available.

**Page 7 VII Grievance and Disciplinary Procedures**

**Current:**

B. 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.

**Proposed:**

B. 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. Issues concerning any other employee of the District shall be by the District Executive Minister in consultation with the District Board Executive Committee.

- a. Disciplinary action shall be proportional to offense and may include any appropriate action ranging from oral warning, written warning, final warning with suspension or termination.
- b. 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
- c. Situations involving sexual misconduct, theft, or financial malfeasance may result in immediate termination.

All disciplinary actions shall be documented by the Camp Director and/or the District Executive Minister and records shall be filed with the attorney retained by the Virlina District Board.

**Page IX Review of Policies**

**Current:**

The personnel policies may be reviewed or revised by the District Board Executive Committee at will and without 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.

**Proposed:**

The personnel policies shall be reviewed or revised by the District Board Executive Committee every five (5) years without advance 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.